

# Lake Land College District No. 517

**Board of Trustees**  
Agenda and Board Book  
January 13, 2025  
Regular Meeting No. 697



## MISSION • VISION • VALUES

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

**LAKE LAND**  
COLLEGE

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

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



Regular Meeting No. 697  
Monday, January 13, 2025, 6:00 p.m.  
Board and Administration Center, Room 011, Mattoon  
**Agenda**

**Routine.**

**Call to Order.**

**Roll Call.**

**Consent Item.**

(Any one member may remove an item from the consent item list simply by requesting the Chair to do so. Items removed will be discussed and voted immediately following passage of the consent item.)

1. Approval of Minutes of December 9, 2024, Regular Meeting.
2. Approval of Minutes of December 9, 2024, Closed Session.
3. Approval of Agenda of January 13, 2025, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses.

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

5. Destruction of Tape Recording of the July 10, 2023 Closed Session.

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

**Committee Reports.**

A. ICCTA/Legislative	Ms. Denise Walk
B. Resource & Development	Ms. Doris Reynolds
C. Finance	Mr. Dave Storm
D. Buildings & Site	Mr. Kevin Curtis
E. Foundation	Mr. Tom Wright
F. Student Report	Ms. Abbie Kelly
G. President's Report	Dr. Josh Bullock

## Business Items.

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

[Return to Open Session - Roll Call]

12. Approval of Human Resources Report as Discussed in Closed Session. 87-88

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

**Adjournment.**

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



Regular Board Meeting No. 696  
Board and Administration Center, Room 011  
Mattoon, IL  
December 9, 2024

**Minutes**

**Call to Order.**

Chair Cadwell called the December 9, 2024, regular meeting of the Lake Land College Board of Trustees to order at 6:00 p.m. in room 011 of the Board and Administration Center, Mattoon, IL.

Chairman Cadwell announced that Trustee Wright would serve as Acting Board Secretary in the absence of Trustee Storm.

**Roll Call.**

**Trustees Physically Present:**

Trustees Physically Present: Mr. Gary Cadwell, Chair; Mr. Kevin Curtis; Mr. Larry D. Lilly; Ms. Doris Reynolds and Mr. Thomas Wright, Vice-Chair.

**Trustees Absent:** Trustee Dave Storm, Trustee Denise Walk and Student Trustee Abbie Kelly.

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

**Others Present:**

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

## Approval of Consent Items.

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

1. Approval of Minutes of November 11, 2024, Regular Meeting.
2. Approval of Minutes of November 11, 2024, Closed Session.
3. Approval of Agenda of December 9, 2024, Board of Trustees Meeting.
4. Bills for Payment and Travel Expenses, Including Trustee Travel Reimbursement.

The following is a summary by funds:

Education Fund	\$	37,704.65
Building Fund	\$	68,808.24
Site & Construction Fund	\$	720,632.28
Bond & Interest Fund	\$	6,549,007.64
Auxiliary Services Fund	\$	42,071.85
Restricted Purposes Fund	\$	233,593.06
Working Cash Fund	\$	-
Audit Fund	\$	-
Liability Insurance Fund	\$	53,324.91
Student Accts Receivables	\$	137,240.78
Total	\$	7,842,383.41

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

5. Destruction of Tape Recording of the June 12, 2023, Closed Session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Storm, Trustee Walk and Student Trustee Kelly.

**Motion carried.**

## Hearing of Citizens, Faculty, and Staff.

There were no public comments.

## **Committee Reports.**

### **ICCTA/Legislative.**

Trustee Walk was not present and thus no report was given.

### **Resource & Development.**

Trustee Reynolds, Committee Chair, said the Committee did not meet since the last regular Board meeting.

### **Finance.**

Trustee Storm, Committee Chair, was not present and thus no report was given.

### **Buildings & Site.**

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

### **Foundation.**

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

- November was an exciting month celebrating our scholarship recipients! We had over 70 students attend our Foundation scholarship recipient pizza party on November 6th and another 15 attended the brunch with Sarah Bush Lincoln. An additional 50 students submitted thank-you notes to their donors through our scholarship software.
- Over 170 donor impact statements were mailed to scholarship donors in November sharing their scholarship recipient(s), scholarship balances and impacts of their donation.
- The Foundation Year End appeal/holiday card should be landing in mailboxes any day.
- A friendly reminder that the 2025-2026 Foundation scholarship application opened on November 1 and will remain open for the first cycle through January 31st.

### **Student Report**

Ms. Abbie Kelly, Student Trustee, was not present and thus no report was given.

## **President's Report.**

Dr. Bullock gave the following updates:

- The College received a payment in November from the Illinois Department of Corrections for \$1.6 million toward the FY 2025 outstanding balance. A balance of \$841,707 remains outstanding.
- The College received a payment in November from the Illinois Department of Juvenile Justice (IDJJ) for \$25,287 toward the FY 2025 outstanding balance. A balance of \$46,862 remains outstanding.
- In November, the College received payments from the State of Illinois for FY 2025 credit hour reimbursement of \$352,776 and equalization of \$574,383. A balance of \$3.2 million in credit hour reimbursement and \$4.0 million in equalization remains outstanding.
- The College received \$3 million in property tax payments in November.

Dr. Bullock also highlighted the 2025 legislative agenda for the Illinois Council of Community College Presidents.

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

### **Monthly Data Point Discussion – Strategic Plan Bi-Annual Report and Key Performance Indicators Review.**

Ms. Jean Anne Highland, Chief of Staff, presented on the latest Strategic Plan Bi-Annual Report and highlighted progress being made on numerous strategic initiatives within the current planning cycle. Ms. Lisa Cole, Director of Data Analytics, highlighted the updated key performance indicators or metrics included within the Bi-Annual Report.

### **Navigator News Awards.**

Ms. Highland presented a memorandum from Mr. Tim Stolz, Student Life Specialist, recognizing several student members of the Navigator News staff who won awards at the annual conference of the Illinois Community College Journalism Association.

### **Post Issuance Tax Compliance Report.**

Trustees heard a presentation from Mr. John Woodruff, Vice President for Business Services and Treasurer, as compliance officer for the College's bond record-keeping policy, in which he reported that, 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.

## **Proposed Revisions to Board Policy 05.04.09 – *Leave for Jury Duty or Court Attendance.***

Mr. Woodruff presented recommendations to the Board to consider revising the above-referenced Policy. Trustees reviewed a memorandum from Ms. Dustha Wahls, Director of Human Resources, along with details of the proposed language for the Policy.

For Policy 05.04.09, Mr. Woodruff reported that the need to modify the Policy is to clarify leave for jury duty is applicable for full-time employees and that in instances where we would not be renumeration payment to the full-time employee that they would have the option to utilize any existing vacation or personal time they might have.

Mr. Woodruff said the administration is submitting proposed revisions to this Policy as first reading, and we will bring these recommendations back to the Board for approval during the January 2025 regular Board meeting.

## **Calendar of Events.**

Trustees reviewed a calendar of upcoming events. Additionally, Dr. Bullock reminded the Board about the special Board meeting on April 14, 2025, at 4:00 p.m.

## **Action Items.**

### **Approval of Resolution No. 1224-013:**

**Resolution providing for the issue of not to exceed \$5,100,000 General Obligation Community College Bonds of the District for the purpose of paying claims against the District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.**

Mr. Woodruff said the above-referenced Resolution is the final step required by the Board for the issuance of up to \$5,100,000 in bonds. He said the bonding will help support the following list of recommended projects:

- Phase II/Second level construction and remodel including equipment/furniture purchases to complete the Effingham Technology Center. (Estimated start – January 2025 and estimated completion – July 2025)
- Northwest labs and chemical storage updating, remodel and furniture/equipment purchase. (Estimated start – May 2025 - estimated completion July 2025)
- Improvements to Mattoon Campus that include building a new open athletic facility complete with outdoor restrooms and concessions and related equipment/furniture. (Estimated start – first quarter of 2025 and estimated completion – September 2025)

- Webb Hall updating, remodel and furniture/equipment purchase of the Tutoring & Testing Space. (Estimated start – May 2025 - estimated completion July 2025)

Mr. Woodruff said a public hearing was held during the November 11, 2024, regular Board meeting and all required public notifications have been issued. He said the administration has received no public comment on our intent to issue the bonds and upon Board approval of this final Resolution, the College will conduct a bond sale on December 10, 2024.

Trustee Reynolds moved and Trustee Lilly seconded to adopt as presented Resolution No. 1224-013 – a Resolution providing for the issue of not to exceed \$5,100,000 General Obligation Community College Bonds of the District for the purpose of paying claims against the District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Storm, Trustee Walk and Student Trustee Kelly.

**Motion carried.**

### **Acceptance of October 2024 Financial Statements.**

Trustees reviewed the October 2024 Financial Statements and a memorandum from Mr. Woodruff that highlighted the Financial Statements and significant variances. Mr. Woodruff said some of the significant variances are timing related and should normalize by year's end.

Trustee Curtis moved and Trustee Reynolds seconded to approve as presented the October 2024 Financial Statements.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Storm, Trustee Walk and Student Trustee Kelly.

**Motion carried.**

### **Approval of Resolution No. 1224-014 Abating the Tax Heretofore Levied for the Year 2024 to Pay Debt Service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517.**

Mr. Woodruff reminded Trustees that on December 11, 2006, the Board of Trustees approved the issuance of \$2,200,000 in general obligation bonds for the construction of the new Fitness Center. He said nine years ago, the Board approved the refinancing of the balance of this debt, as the College was able to do so at a lower interest rate. He said Ms. Madge Shoot, Comptroller, reported the alternate bond levy needs to be abated in its entirety prior to the County Clerks' deadline in March. Mr. Woodruff said abatement is necessary because the obligation bonds are paid through student fees. Trustees reviewed details of the Resolution.

Trustee Lilly moved and Trustee Reynolds seconded to approve as presented Resolution No. 1224-014, a resolution abating the tax heretofore levied for the year 2024 to pay debt service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2016B, of Community College District No. 517. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Storm, Trustee Walk and Student Trustee Kelly.

**Motion carried.**

### **Approval of Resolution No. 1224-015 – Authorize Preparation of Tentative Budget.**

Trustees heard a recommendation from Mr. Woodruff for the Board to approve the above referenced Resolution. Trustees reviewed details of the Resolution.

Trustee Curtis moved and Trustee Reynolds seconded to approve the Resolution No. 1224-015 to authorize preparation of the tentative FY 2026 Budget. [A full and complete copy of the Resolution is attached to and part of these minutes.]

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Storm, Trustee Walk and Student Trustee Kelly.

**Motion carried.**

### **Approval of Proposed Revisions to Board Policies 05.04.15 – *Absence Due to Inclement Weather*, 11.03 – *Whistleblower and Fraud Reporting Protection Policy* and 11.08.01 – *Employees' Records*.**

Mr. Woodruff highlighted recommendation from Ms. Wahls that the Board consider proposed revisions to three Policies listed above. The proposed revisions included all details of the recommended changes for each policy.

Mr. Woodruff said for Policy 05.04.15 that effective January 1, 2025, Public Act 103-0749 requires payroll compensation if a campus is closed due to a city, county, or State declaration of a winter weather emergency. Ms. Wahls memo noted that per the new legislation, employees who provide educational support services to the campus should be paid their daily, regular rate of pay and benefits if the closure precludes them from performing their regularly scheduled duties and the employee would have reported for work. The memo noted that the pay related to the closure does not apply if the employee is given a rescheduled day and services are rendered. The proposed revisions detailed the required aspects of the new law.

For Policy 11.03, Mr. Woodruff reported that effective January 1, 2025, modifications will be incorporated into the Illinois Whistleblower Act. He said modifications expand the Act's section on retaliation for protected disclosures. The proposed revisions reflected the various legislative changes.

For Policy 11.08.01, Mr. Woodruff reported that effective January 1, 2025, Public Act 103-0727 amends the Illinois Personnel Record Review Act. He noted the amendment refines the requirements for making a valid personnel record request. The proposed revisions included all details or pertinent aspects of the amendment.

For Policies 05.04.15 and 11.08.01, Mr. Woodruff said the administration submitted proposed revisions to these two policies as first reading during the November 2024 meeting and since that time the administration has not received any requests for additional changes.

For Policy 11.03, Mr. Woodruff said the administration respectfully requests the Board waive first reading and approve the revisions due to the modifications to the Illinois Whistleblower Act taking effect January 1, 2025.

Trustee Lilly moved and Trustee Curtis seconded to approve as presented revisions to Board Policies 05.04.15 – *Absence Due to Inclement Weather* and 11.08.01 – *Employees' Records* and waive first reading to approve revisions to Board Policy 11.03 – *Whistleblower and Fraud Reporting Protection*.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Storm, Trustee Walk and Student Trustee Kelly.

**Motion carried.**

### **Approval of MOU between the College and AFSCME, Council 31, for Instructors at the Logan Correctional Center.**

Dr. Bullock presented a recommendation from Ms. Wahls for the Board to approve a memorandum of understanding (MOU) between the College and the American Federation of State, County and Municipal Employees (AFSCME), Council 31. Dr. Bullock reported that AFSCME petitioned the Illinois Educational Labor Relations Board for inclusion of the instructors at Logan Correctional Center to be covered under their collective bargaining agreement, which has been approved. He said this MOU will clarify those positions at Logan that will now be under the collective bargaining agreement.

Trustee Curtis moved and Trustee Reynolds seconded to approve as presented a memorandum of understanding between the College and the American Federation of State, County and Municipal Employees (AFSCME), Council 31.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Storm, Trustee Walk and Student Trustee Kelly.

**Motion carried.**

### **Approval of New Student Club – Fellowship of Christian Athletes at Lake Land College.**

Ms. Highland presented a recommendation for the Board to approve the constitution to establish a new student club – the Fellowship of Christian Athletes at Lake Land College. Trustees received a memorandum highlighting the purpose and the constitution for the club. Ms. Highland said the proposed new club meets the requirements of club status and have been approved by the Student Government Association. She also said the club would be open to any current Lake Land College students who wish to join.

Trustee Cadwell moved and Trustee Wright seconded to approve as presented a new student club – the Fellowship of Christian Athletes at Lake Land College.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Storm, Trustee Walk and Student Trustee Kelly.

**Motion carried.**

## **Approval of Purchase for Limo Classroom Combo from Moss Enterprises.**

Mr. Woodruff highlighted a recommendation from Ms. Bonnie Moore, Director to the Center for Business and Industry, for the Board to approve the purchase of the SES Limo Classroom Combo from Moss Enterprises of Johnston, Iowa, in the amount of \$29,700.00 for a Robot Operating System (ROS) training platform and a suite of comprehensive educational materials. Trustees received the quote from Moss Enterprises.

Mr. Woodruff reported that this purchase will be funded entirely through the Perkins Leadership Grant, with grant outcomes focused on advancing career exploration and technical education for middle school students. He also reported the SES Limo Classroom Combo will be utilized in our “Teens with Tools” program in Summer 2025. Additionally, it may be utilized for Flex Tech Friday applications and will directly support Perkins-pending programs in Mechanical Electrical Technology and IT Programming. Mr. Woodruff noted the package includes a robust ROS (Robot Operating System) training platform and a suite of comprehensive educational materials.

Mr. Woodruff noted that a bid is not necessary per Board Policy 10.22 (4.L.) as Moss Enterprises is a single-source provider for this educational equipment and related materials.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the purchase of the SES Limo Classroom Combo from Moss Enterprises of Johnston, Iowa, in the amount of \$29,700.00 for a Robot Operating System (ROS) training platform and a suite of comprehensive educational materials.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Storm, Trustee Walk and Student Trustee Kelly.

**Motion carried.**

## **Approval of Laker Connect Dual Credit Program and Associated Tuition and Fees Schedule and Waivers.**

Dr. Ike Nwosu, Vice President for Academic Services, introduced Ms. Tessa Wiles, Director of Dual Credit, who in turn recommended the Board approve the proposed Laker Connect Dual Credit Program, including the associated tuition and fees schedule and waivers for a two-year pilot for FY2026 and FY2027. Trustees received a summary of the proposed and reimagined Laker Connect program. Ms. Wiles presented an update on key objectives with the program. She said the proposed schedule of dual credit tuition and fees will be dependent upon whether school districts sign a Laker Connect Intergovernmental Agreement (IGA) with the College. She noted that financial incentives are provided for school districts that enter into an IGA,

including providing free tuition for students in a Dual 1 Pathway. Additionally, Ms. Wiles reported that students from schools with a signed IGA who meet the established Laker Connect requirements will receive a tuition waiver, encouraging them to choose Lake Land College as their next step after graduation. She said the amount of their tuition waiver would be based upon their level of participation with the Laker Connect program.

Trustee Reynolds moved and Trustee Curtis seconded to approve as presented the Laker Connect Dual Credit Program, including the associated tuition and fees schedule and waivers for a two-year pilot for FY2026 and FY2027.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Storm, Trustee Walk and Student Trustee Kelly.

**Motion carried.**

## **Closed Session**

7:02 p.m. – Trustee Curtis moved and Trustee Reynolds seconded to convene to closed session, pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2(c)(1) and (21), to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College and to review the minutes of meetings lawfully closed under the Open Meetings Act.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Storm, Trustee Walk and Student Trustee Kelly.

**Motion carried.**

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

7:08 p.m.

**Trustees Physically Present:** Mr. Gary Cadwell, Chair; Mr. Kevin Curtis; Mr. Larry D. Lilly; Ms. Doris Reynolds and Mr. Thomas Wright, Vice-Chair.

**Trustees Absent:** Trustee Storm, Trustee Walk and Student Trustee Kelly.

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

### **Approval of Release or Non-Release of Closed Session Minutes as Discussed in Closed Session.**

Trustee Reynolds moved and Trustee Lilly seconded to approve the release of closed session minutes for section 1 of the June 10, 2024 meeting, sections 1 and 2 of the September 9, 2024 meeting, and section 1 of the November 11, 2024 meeting; and not approve the release of closed session minutes for all other sections in this review period as the need for confidentiality still exists.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Storm, Trustee Walk and Student Trustee Kelly.

**Motion carried.**

### **Appointment of Division Chair of the Business and Technology Division as Discussed in Closed Session.**

Trustee Reynolds moved and Trustee Curtis seconded to approve the hiring of Mr. Brian Madlem as Division Chair of the Business and Technology Division effective 1/10/2024. Chair Cadwell said this followed discussion on the topic held in closed session.

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Storm, Trustee Walk and Student Trustee Kelly.

**Motion carried.**

### **Approval of the Human Resources Report as Discussed in Closed Session.**

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

Trustee Curtis motioned and Trustee Lilly seconded to approve as presented the following standard Human Resources Report. Chair Cadwell said this followed discussion on the topic held in closed session related only to the appointment of a full-time, tenure-track faculty employee.

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

Burrell, Bryan	11/4/24-1/2/25 Intermittent and continuous
Hunter, Kim	12/12/24-3/6/25 intermittent and continuous
Jones, Rashawn	4/14/25-7/7/25
Nugent, Sue	10/2/24-10/2/25 Intermittent and Continuous
Pearce, Clark	11/21/24-2/13/25

**Additional Appointments**

The following employees are recommended for additional appointments

	Position	Effective Date
<b>Part-time</b>		
Black, Gabriel	Basketball Scorers/Timers	11/12/24
	Primary position Print Shop Technician Ast	
Mtonga, Natasha	Student Services Intern	11/14/24
	Primary Position Laker Mascot Talent	
Schout, Nellie	Student Services Intern	11/20/24
	Primary Position Tutor	

**New Hire-Employees**

The following employees are recommended for hire

	Position	Effective Date
<b>Unpaid</b>		
Hammond-Lawyer, Stephanie	Dual Credit Instructor	11/13/24
Shoemaker, Christine	Dual Credit Instructor	11/18/24
<b>Full-time</b>		
Bridges, Stephanie	Custodian	1/5/25

**Full-time Grant Funded**

Arndt, James	Correctional Construction Occupations Inst	11/12/24
Donaldson, Douglas	Correctional Manufacturing Skills Instructor	11/18/24
Huelsmann, Allan	Correctional Construction Occupations Inst	11/18/24
Lange, Patrick	Correctional Commercial Custodial Instructor	11/25/24

**Part-time**

Bohac, Autumn	Adjunct Faculty Allied Health Division	1/13/25
Carr, William	Adjunct Faculty Business Division	1/13/25
Knoblett, Morgan	Newspaper Editor - Student Newspaper	11/20/24
Ndjoku, Gradi	International Student Ambassador	9/18/24
Robb, Rylee	Student Services Intern	11/21/24

**Terminations/Resignations**

The following employees are terminating employment

	Position	Effective Date
<b>Full-time</b>		
Shoot, James	Groundskeeper	12/31/24
Whitacre, Deborah	WIOA Financial Operations Coordinator	10/25/24

**Part-time**

Bishop, Jerik	Bookstore Rush Worker	5/30/24
Cook, Jason	Web Developer	10/25/24
de Kovachich, Sean	Mailroom Assistant	5/9/24
Gross, Jacqueline	Adjunct Faculty Humanities Division	12/8/23
Phiri, Fred	Bookstore Rush Worker	5/9/24
Silva, Vanessa	Bookstore Rush Worker	5/16/24
Stamps, Ian	Adj Reading Instructor	12/8/23
Tozer, Michel	Adjunct Faculty Social Science Division	5/8/23
Yeakel, Kaylee	Bookstore Rush Worker	5/16/24

**Transfers/Promotions**

The following employees are recommended for a change in position

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Bowling, Emily	Wide Format Specialist	1/2/25
	Transferring from Print Shop Technician Ast	
Strader, Wyatt	Infrastructure Analyst	12/10/24
	Transferring from Technical Support Specialist	
<b>Full-time Tenure Track</b>		
Hinds, Kambri	Cosmetology Instructor	1/10/25
	Transferring from Cosmetology Clinical Instructor	
<b>Full-time - Grant Funded</b>		
Hawkins, Anna	Correctional Commercial Cooking Inst	12/9/24
	Transferring from Correctional Off Assistant	

There was no further discussion.

Roll Call Vote:

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

No: None.

Advisory Vote: None.

Absent: Trustee Storm, Trustee Walk and Student Trustee Kelly.

**Motion carried.**

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

There was no additional discussion.

**Adjournment.**

Trustee Curtis moved and Trustee Reynolds seconded to adjourn the meeting at 7:12 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/)

# Guided Pathways Strategic Enrollment Management Plan FY 2023-2027

Bi-Annual Report to the Board of Trustees  
December 23, 2024



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# Update from the Guided Pathways Strategic Enrollment Management Lead:

We present the second Guided Pathways Bi-Annual Report for the FY 2023-2027 planning cycle to the Board of Trustees and College community.

The Guided Pathways Bi-Annual Report provides a comprehensive overview of our institution's progress in implementing Guided Pathways initiatives over the last year. Guided Pathways represents a transformative approach to higher education that enhances student success and streamlines the educational journey from enrollment to completion.

At its core, Guided Pathways is built upon four pillars that serve as the foundation for its framework:

1. **Clarify the Path:** Guided Pathways provides clear, well-defined educational pathways that map out the courses, milestones, and experiences necessary for students to achieve their academic and career goals. By offering structured roadmaps, students can make informed decisions about their educational journey, leading to increased persistence and completion rates.
2. **Enter the Path:** Recognizing that students often face diverse and complex challenges, Guided Pathways ensures the availability of comprehensive support services that address academic, financial, and personal needs. Students are assisted in developing individualized education plans and registering for courses that will lead to degree completion in a defined timeline. They are also ensured to take classes in their area of interest in their first year and understand how their plan will lead them to their career, transfer, and personal goals while reducing confusion and unnecessary steps.
3. **Stay on the Path:** Guided Pathways empowers students to make informed decisions about their educational and career paths through proactive advising, career exploration and guided academic planning. By providing timely and relevant information, students can align their academic choices with their interests, abilities, and goals.
4. **Ensure Learning:** Guided Pathways is a dynamic process that requires ongoing assessment, reflection, and refinement. By collecting and analyzing data on student outcomes, program effectiveness, and institutional practices, we can identify areas for improvement and implement evidence-based strategies to enhance student success.

The Guided Pathways Strategic Enrollment Management Team (GPSEM) is comprised of four working groups and has been meeting regularly for the last two years. They have been working on the four focus areas of the GPSEM Matrix, an integral part of the college's strategic plan.

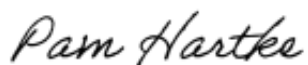
The GPSEM Plan supports the goals and objectives in our plan and is in alignment with our four focus areas, which are:

1. Guided Pathways Implementation
2. Recruiting and Marketing
3. Onboarding Experience
4. Retention, Persistence and Completion

This report details our progress with the GPSEM projects and the key components of our Guided Pathways framework. It highlights notable achievements, discusses challenges encountered, and outlines our strategies for continuous improvement. Through data-driven analysis and insights from stakeholders across the institution, we aim to assess the effectiveness of our Guided Pathways efforts and identify areas for further development.

As with previous planning cycles and to provide transparency and accountability, we provide strategy status updates on 15 projects we have identified to pursue at various times within the five-year planning cycle. We are meeting progress targets for 7 projects and have completed or achieved 4. For some of the projects, we have intentionally placed them on hold or slated them for a future start date within the planning cycle.

As we navigate the ever-evolving landscape of higher education, the Guided Pathways Bi-annual Report serves as a roadmap for our collective journey toward student success and institutional excellence.



Pam Hartke  
Associate Dean of Recruitment and Enrollment Management

# GUIDED PATHWAYS STRATEGIC ENROLLMENT MANAGEMENT PLANNING MATRIX LAKE LAND COLLEGE 2023-2027



FOCUS AREAS	1. GUIDED PATHWAYS IMPLEMENTATION	2. RECRUITMENT AND MARKETING	3. ONBOARDING EXPERIENCE	4. RETENTION, PERSISTENCE AND COMPLETION
GOAL STATEMENTS	<p><b>A.</b> Fully implement Guided Pathways Model to enhance and support student success.</p>	<p><b>A.</b> Operationalize a comprehensive recruiting and marketing plan to attract and retain new and current students.</p>	<p><b>A.</b> Operationalize a structured onboarding process to improve the student experience.</p>	<p><b>A.</b> Fully integrate EAB Navigate functionalities using a tiered approach to strengthen retention, persistence and completion efforts.</p>
PRIORITY OBJECTIVES	<ol style="list-style-type: none"> <li>1. Assess current status of Guided Pathways implementation.</li> <li>2. Create a plan to develop Guided Pathways components not yet adopted.</li> <li>3. Establish a collaborative framework/communication plan for stakeholders to fully adopt GPS in their daily work.</li> <li>4. Develop strategies to increase the awareness that SEM and GPS are the shared responsibility of everyone within the College to increase student recruitment, retention and completion</li> </ol>	<ol style="list-style-type: none"> <li>1. Audit current recruiting and marketing efforts.</li> <li>2. Analyze results of recruiting and marketing audit to identify the gaps in effectiveness.</li> <li>3. Establish a collaborative framework/communication plan for stakeholders to participate in recruitment and marketing efforts.</li> <li>4. Establish, implement and assess strategies to increase the enrollment of the following specific target demographics: adult students, career/technical education students and first year students.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use value stream mapping to audit the onboarding process for specific student groups (ex: incoming high school students, first time students, readmitted students and transfer students).</li> <li>2. Analyze results of onboarding audit to identify gaps in effectiveness for all student categories and develop interventions to streamline the onboarding experience.</li> <li>3. Establish a collaborative framework/communication plan for students and staff to adopt the improved onboarding process.</li> </ol>	<ol style="list-style-type: none"> <li>1. Identify EAB Navigate functionality for implementation to support retention, persistence and completion.</li> <li>2. Develop identified EAB Navigate functionalities.</li> <li>3. Establish a collaborative framework/communication plan for stakeholders to utilize EAB Navigate.</li> <li>4. Establish an assessment plan for evaluating student success outcomes using EAB Navigate.</li> </ol>

# Enrollment Initiative Team- Update

Since its infancy, the Enrollment Initiative Team has been formed to brainstorm enrollment and registration initiatives and set goals so we can make positive strides in our enrollment and registration numbers. Enrollment initiatives are an effective part of our Guided Pathways and Strategic Enrollment Management Team (GPSEM), which works to provide clear pathways (including onboarding and registration pathways) for prospective and current students.

## Fall 2024 Enrollment Goal Updates

The Enrollment Initiative Team has worked diligently since last fall 2023, setting several goals for the 2024 Fall semester. Below are a few successes the college saw from the initiatives:

**Headcount-** The headcount for Fall 2024 was 7.06%, which means we reached our headcount enrollment goal of up to 5% and exceeded it. This is an increase of 261 students compared to the 10th day of 2023. ESL (English as a Second Language) enrollment and increased high school dual credit students contributed to the enrollment increase. Additionally, the College saw an increase in enrollment in a variety of areas, including associate in engineering science, course enrollees (students not seeking a degree or certificate), certificate-seeking students, area of study/career exploring students (also called meta-majors), and general liberal studies associate degree students.

**Full-Time Equivalency—**FTE is up .47%. This is an increase of 11 students compared to the 10th day of 2023. We recognize this is shy of our goal of a 5% increase in FTE for Fall 2024. We also recognize that the college community significantly improved compared to last year. On the 10th day of Fall 2023, we were down approximately 3.5% in FTE.

**In-District High School Graduates Enrolled in Fall 2024-** Currently, the total number of in-district graduates for the class of 2024 is 1,737. We had 28.55% (496 graduates) of the graduating class enrolled in Fall 2024. This is just shy of a 2% increase from the Fall 2023

## Spring 2025 Enrollment Initiatives and Goals

As we look ahead to the Spring 2025 semester, we plan to focus on retention—one of the key pillars of a strong Strategic Enrollment Management plan and Guided Pathways framework. Retention is also closely aligned with Focus Area 2, Goal A of the College's Strategic Plan: Improve retention, persistence, and completion.

**Enrollment Initiative**—If current students register for classes by midnight, December 5, they will receive a Laker gift bag with unique Laker Gear and giveaways. The goal is to have 5% more students (86 headcount) registered, for a total of 1,800 students, by December 5 compared to the same date last year.

Goal Update- We were shy of meeting the 5% goal by December 5 but did meet it on December 17.

**Retention Initiative**—From Fall 2023 to Spring 2024, the college retained 60% of its students, compared to the national average of 67%. Academic Divisions with a retention rate below 67% would receive a pizza party if they increased their retention rate by 1%. Academic Divisions over the 67% retention rate would receive a pizza party if they maintained or increased their retention rate by 1%.

Goal Update- As of December 23, 2024, all Academic Divisions have met or exceeded their retention goal with a total college retention rate of 73.3%.

The Enrollment Initiative Team will continue to increase touchpoints for students who registered earlier to keep them engaged with the College. Touchpoints will include messaging on academic support services available when courses start and encouraging students to speak with a counselor or faculty advisor before dropping coursework to see how we can assist them. The Counseling, MPR, and Recruitment/Enrollment Offices will continue collaborating on current and future enrollment initiatives using data analytics from Tableau visualization software tool. We are eager to see the progress and its impact on the College's enrollment.

The Enrollment Initiative Team:

Associate Dean of Recruitment and Enrollment Management, Pam Hartke







Chair of Counseling & Student Conduct, Heather Nohren

Director of Marketing and Public Relations, Kelly Allee

Director of Data Analytics, Lisa Cole

Dean of Enrollment and Student Success, Jamie Corda Hadjaoui

## GPSEM Plan 2023-2027- Project Lead


Number of Projects <b>4</b>	 <b>Achieved - strategy development complete</b>	Project has been completed
<b>7</b>	 <b>Meeting progress target</b>	Project is on target and continuing to see activity
<b>0</b>	 <b>Not Meeting progress target</b>	Project is not on planned target but will still be active
<b>3</b>	 <b>Future Project</b>	Project is planned to be started in future years of the plan
<b>1</b>	 <b>Project placed on hold</b>	Project was not started as planned but will be in the future
<b>0</b>	 <b>Abandoned</b>	Project was determined to not be effective and has been cancelled

## GPSEM Plan 2023-2027 - Projects


### Focus Area 1: Guided Pathways Implementation

#### A. Fully implement Guided Pathways Model to enhance and support student success.

#### Objective 1: Assess current status of Guided Pathways implementation


Strategic Project Description	Project Leader	Status Options	Progress Update
<b>Action Plan: Research existing tools to assess our current status of implementation.</b>			
Examine scale of adoption from CCRC to determine where the college is with GP implementation.	Pam Hartke		<b>Achieved - strategy development complete</b>
<p><b>Progress update:</b> A Scale of Adoption was previously administered in Fall 2018. We reviewed the data and determined that it would be best to send out the CCRC Scale of Adoption again in the Fall 2022 to get the most up-to-date data from faculty and staff. We collected and evaluated the survey responses and determined that a majority of the faculty thought Guided Pathways implementation was completed, while the others were just unsure of the status. From the responses we determined that a need for increase communication to stakeholders was needed.</p>			

#### Objective 2: Create a plan to develop Guided Pathways components not yet adopted.


Strategic Project Description	Project Leader	Status Options	Progress Update
<b>Action Plan: Analyze what components of Guided Pathways have yet to be adopted</b>			
Study which components of Guided Pathways have yet to be adopted and what, if any, are the barriers of implementation	Pam Hartke		<b>Meeting progress target</b>
<p><b>Progress update:</b></p> <ol style="list-style-type: none"> <li>In the Fall of 2024, a new Dean of Enrollment and Student Success was hired, who will oversee the implementation of Guided Pathways. Having an administrator who can work collaboratively with both the Academic and Student Services divisions will make the implementation of GP a smoother process.</li> <li>To identify the components of Guided Pathways that have yet to be adopted, we are meeting with the Guided Pathways Leadership Team members to discuss how and/or why some of the decisions were made at the beginning of the Guided Pathways Implementation. This will ensure that when changes are being made in the curriculum, we can evaluate the program maps to ensure they still follow the Guided Pathways model.</li> <li>The college's lack of a First-Year Experience (FYE) is being addressed. Research has been done on the benefits of having an FYE program for new incoming students and how it positively affects retention. More research is needed to determine the best mode to execute the program so that it meets the needs of the students and the College. Creating and implementing an FYE involves collaboration with several different areas of the college, including academics, faculty, student services, etc.</li> </ol>			

## GPSEM Plan 2023-2027 - Projects

### Objective 3: Establish a collaborative framework/communication plan for stakeholders to fully adopt GPS in their daily work

Strategic Project Description	Project Leader	Status Options	Progress Update
<b>Action Plan: Develop and scale a collaborative framework/communication plan for stakeholders to fully adopt GPS in to their daily work.</b>			
<p>Creating a communication plan for the faculty, staff, and all stakeholders will help them stay in touch, be aware of the implementation stages, and adopt Guided Pathways into their daily work.</p> <p>Progress update:</p> <ol style="list-style-type: none"> <li>1. Continuing to submit updates in the Laker Low Down</li> <li>2. Attending Supervisor Meetings and Employee Meetings to give progress updates</li> <li>3. Creating two different types of newsletters will be emailed out every quarter to faculty and adjuncts and then to all Student Services.</li> </ol>	Pam Hartke		<b>Future Project</b>

### Objective 4: Develop strategies to increase the awareness that SEM and GPS are the shared responsibility of everyone within the College to increase student recruitment, retention and completion.


Strategic Project Description	Project Leader	Status Options	Progress Update
<b>Action Plan:</b>			
<p>Audit current communication plans and collaborate with our Coordinator of Student Communication and Initiative, to incorporate this message in with the communication plan that to faculty, staff and all the stakeholders.</p> <p><b>Progress update:</b> Project will being in FY24 or later after the communication plan for the stakeholders in Objection 3 is complete.</p>	Pam Hartke		<b>Future Project</b>

## GPSEM Plan 2023-2027 - Projects

### Focus Area 2: Recruitment and Marketing


A. Operationalize a comprehensive recruiting and marketing plan to attract and retain new and current students.

#### Objective 1: Audit current recruiting and marketing efforts.

Strategic Project Description	Project Leader	Status Options	Progress Update
<b>Action Plan: Complete SWOT analysis of our current marketing activities.</b>			
Identify the College's current marketing and recruitment plans including target audiences, tools, tactics and practices. Catalog current marketing and recruitment initiatives within specific academic programs and/or departments. Document data/results from these activities	Kelly Allee		<b>Meeting progress target</b>
<p><b>Progress Update:</b> In this analysis, we determined that the process to apply to the College presented many barriers to students. As a result, we worked closely with Admissions and Records and several stakeholders across the College to change the "Intent to Enroll" to an "Application." The change went into effect in early September. Lake Land is now using language that is more accessible and clear to prospective students.</p>			

## GPSEM Plan 2023-2027 - Projects

### Objective 2: Analyze results of recruiting and marketing audit to identify the gaps in effectiveness.

Strategic Project Description	Project Leader	Status Options	Progress Update
<b>Action Plan: Analyze data that has been gathered from a high level to identify opportunities for improvement and audit target audiences.</b>			
<p>Assess the College's and departmental current marketing, communication and recruiting efforts. Both collectively and individually. Assess the College's current target audiences against new/potential audiences. Assess the topics that we are marketing and/or communicating – i.e. cost, online learning, hyflex, personalization, caring. Review processes used to gather information for reaching the target audiences.</p>	<p>Kelly Allee</p>		<p><b>Meeting progress target</b></p>
<p><b>Progress Update:</b>            Through this effort, we have identified gaps in communicating to dual credit students, gaps in audiences such as GED graduates, the minimal return on investment for the DOC outreach efforts and the opportunity to review all email content.</p> <p>We video captured the process of filling out the Laker Profile and filing an intent to enroll. We used the results of our investigation into filling out a Laker Profile and submitting an Intent to Enroll to influence improvements to the Laker Profile and to the Dual Credit Intent. We have also used this information to guide the creation of the new website – to help people clearly see the action that needs to be taken on the website and to communicate the value of Lake Land.</p> <p>We have improved the flow of communication to those who Request More Information.</p> <p>We have started analyzing the programs that readmit students go into to determine if there are any trends that we can use in marketing.</p> <p>We also identified in analyzing the data that Laker Visit Day and Campus visits have a high rate of conversion to applicants and are thus increasing promotion of visit opportunities.</p> <p>We have added communication pieces to Dual Credit students and to the No College group.            For the first time in years, we will be mailing a printed schedule to everyone in the district. We have also created a website landing page for someone to request a printed schedule and/or to meet with an Academic Counselor. We have also created thumbnails for the PDF schedules on the web page. We will monitor clicks and web traffic to these two sites to see if these formats are helpful or used by potential students and/or the public.</p> <p>We added videos to each Area of Study to help people see the different majors in those areas.</p> <p>Marketing began working with Admissions to identify mail pieces and ads that are sent to HS students to create best practice touch points that            We have more work to do in creating new communication plans for potential audiences and in analyzing data.            We have identified an action item as creating calendy appointments for Campus Visits on the web page.</p>			

## GPSEM Plan 2023-2027 - Projects

### Objective 3: Establish a collaborative framework/communication plan for stakeholders to participate in recruitment and marketing efforts.

Strategic Project Description	Project Leader	Status Options	Progress Update
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#### Action Plan: Develop resources that faculty and staff can use to meet them where they are in the scope of marketing and reaching out to the community about their programs and services.

Empower employees with the knowledge and resources needed to be excellent ambassadors for Lake Land College. Empower alumni, board members and professional advisory board members with this same knowledge.	Kelly Allee		
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**Meeting progress target**

**Progress Update:** 1. Hosted the Keynote Presentation for the 2024 Fall Staff Development in partnership with the Enrollment Initiatives Team. The purpose of this was to help employees feel comfortable when someone asks them a Lake Land question in their community. The attendance was great and the activity was very engaging. The feedback was very positive and the session was scored with all 4.0s and 5.0s.  
 2. We continue to use the Outreach (marketing) Toolkit with College Faculty and Staff with excellent results.

### Objective 4: Establish, implement and assess strategies to increase the enrollment of the following specific target demographics: adult students, career/technical education students and first year students

Strategic Project Description	Project Leader	Status Options	Progress Update
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#### Action Plan: Identify the target populations and develop personas for each.

Identify target audiences. Identify characteristics and messaging for target audiences. Develop communication and marketing tactics.	Kelly Allee		
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**Meeting progress target**


**Progress Update:** 1. We have developed a Communication/Outreach plan for GED students. Our goal is to pilot this plan in the Spring 2025 semester, re-evaluate and then determine how to move from pilot to operational for Fall 2025.  
 2. Through the work of the Enrollment Initiatives Team we have developed a Spring 2025 Marketing, Recruitment and Retention Plan with activities across Counseling Services, Recruitment and Enrollment Management and Marketing and Public Relations.

## GPSEM Plan 2023-2027 - Projects

### Focus Area 3: Onboarding Experience

#### A. Operationalize a structured onboarding process to improve the student experience

**Objective 1: Use value stream mapping to audit the onboarding process for specific student groups (ex: incoming high school students, first time students, readmitted students and transfer students).**

Strategic Project Description	Project Leader	Status Options	Progress Update
<b>Action Plan: Define the timeline of the onboarding experience and develop a communication flow outlining this experience for all student groups to assist us with identification of pain points and gaps in our onboarding process.</b>			
<p>The group charged with focus area # 3-Onboarding Experience will meet with representatives from ISS, admissions, workforce development, financial aid, dual credit, foundation, and counseling to flowchart staff processes and onboarding experiences for 6 different populations of students. As a result the following was accomplished:</p>	Heather Nohren		<p><b>Achieved - strategy development complete</b></p>
<p><b>Progress Update:</b></p> <ol style="list-style-type: none"> <li>1. Time period of onboarding was defined: Onboarding experience begins when a prospective student demonstrates interest in Lake Land College when beginning a Laker Profile. Onboarding experience ends once a student is retained at the 10th day of their first semester. At this point in time, focus area # 4 – RPC (retention, persistence and completion) begins.</li> <li>2. Communication pieces including email campaigns, letters, text campaigns, flyers and other communication pieces were gathered for 6 student groups. These groups include non-degree, readmit/transfer, degree/certificate seeking, special admissions, dual credit students and workforce development students (ESL/GED).</li> <li>3. Visio performance was identified as the prime software to flowchart the onboarding experience for 6 student groups.</li> <li>4. Flowcharting to the 6 groups utilizing Visio Performance was completed. Communication flow within each chart documents what is communicated, from which department it is communicated, when it is communicated and how often it is communicated. We also identified when processes kick off for students which includes technology access, financial aid processing and other staff processes that are key to onboarding students.</li> </ol>			

## GPSEM Plan 2023-2027 - Projects

**Objective 2: Analyze results of onboarding audit to identify gaps in effectiveness for all student categories and develop interventions to streamline the onboarding experience.**

Strategic Project Description

Project Leader

Status Options

Progress Update

**Action Plan: Identify painpoints for new students onboarding to Lake Land College by analyzing the communication flowcharts developed for each student population enrolling (new, readmit, transfer, special admissions, dual credit, non-degree).**

1. Determine painpoints for students when completing the Laker Profile and Intent to Enroll.
2. Identify communication gaps from the point of completing the Laker Profile to Course registration for all student populations.
3. Determine how we can personalize our communications with students while onboarding students.

Heather Nohren



**Meeting progress target**

**Progress Update:**

1. Partnered with workforce development and added Chris Strohl to the Onboarding Task Force. ESL and GED populations continue to rise and are an important student group to encourage and onboard to college credit coursework once students are ready to transition.
2. Continued work with ISS to utilize the new student Hub (Pathify) for student electronic checklists as students onboard. Met with ISS to determine how new students will be coded with specific roles so they see the correct onboarding tasks per student group (degree/certificate seeking students vs non-degree students, for example). Pathify is set to be implemented in Spring, 2025. We will continue working with ISS to ensure the electronic checklists work for students. Welcome checklists were identified as the appropriate checklists for students to see in an electronic format to ensure the information students receive when onboarding is consistent.
3. Improved New Student Orientation communication with students during the Summer and Fall 2024 semesters, utilizing Navigate for automated texting and enrollment campaigns. These efforts resulted in a 20% increase in New Student Orientation attendance for Summer and Fall 2024 terms.
4. Determined there is a need for additional communication with students while onboarding, especially between the time of application and registration. The enrollment initiatives team pulled data that highlighted the month students applied and the percentage of students who actually registered for courses. The team would like to host a staff development in February with stakeholders to determine what additional communication pieces could be added between the time of application and registration.
5. Counseling Services and Admissions and Records partnered to pull lists of students who were not registered and were readmitting/transferring to the College. Counseling Services utilized Navigate to build a text enrollment campaign, offering to arrange an individualized appointment with a counselor. 25% of readmit/transfer students within the campaign registered for courses for Fall 2024 semester.

# GPSEM Plan 2023-2027 - Projects

Objective 3: Establish a collaborative framework/communication plan for students and staff to adopt the improved onboarding process.

Strategic Project Description

Project Leader

Status Options

Progress Update

Action Plan:

Heather Nohren



**Future Project**


Progress Update:

## GPSEM Plan 2023-2027 - Projects


### Focus Area 4: Retention, Persistence and Completion

A. Fully integrate EAB Navigate functionalities using a tiered approach to strengthen retention, persistence and completion efforts.

#### Objective 1: Identify EAB Navigate functionality for implementation to support retention, persistence, and completion

Strategic Project Description	Project Leader	Status Options	Progress Update
<b>Action Plan: Identify EAB Navigate functionality areas that affect RPC</b>			
Following EAB Navigate implementation guidelines, key departments will define their RPC efforts and identify functionality that will assist them to achieve current RPC goals.	Emily Hartke		<b>Achieved - strategy development complete</b>
<b>Progress Update:</b> A tool to identify RPC goals, RPC efforts, and supportive EAB functionality was introduced at the March 19 SSLT meeting. And all identified departments have fully implemented Navigate and all student/faculty and staff are using Navigate.			

#### Objective 2: Develop identified EAB Navigate functionalities.

Strategic Project Description	Project Leader	Status Options	Progress Update
<b>Action Plan: Accomplish Phases I &amp; II of the EAB Navigate Implementation Project Plan</b>			
Build and leverage specific EAB Navigate elements to maximize consistent and impactful utilization by constituencies according to the phased roll-out guidance provided by EAB. Make adjustments over time to continually improve effectiveness of engagement with the product.	Emily Hartke		<b>Achieved - strategy development complete</b>
<b>Progress Update:</b> All campus service departments have been introduced to Navigate's functionality and have adopted it at various levels according to the attached Adoption Grid. Administrative guidance regarding expected use for various offices will encourage fuller adoption over time. Students are utilizing Navigate for information, communication, and registration. As campus offices participate in fuller adoption, student utilization is expected to increase.			

## GPSEM Plan 2023-2027 - Projects

**Objective 3: Build and leverage specific EAB Navigate elements to maximize consistent and impactful utilization by constituencies according to the phased roll-out guidance provided by EAB. Make adjustments over time to continually improve effectiveness of engagement with the product.**

Strategic Project Description

Project Leader

Status Options

Progress Update

**Action Plan: Implement EAB's Communication Strategy Toolkit across campus.**

The majority of this project will be defined by the EAB Navigate implementation following their recommended guidelines. EAB provides a Communication Strategy Toolkit to ensure that the entire campus community is engaged in Navigate and has a voice in the shared strategy.

Jennifer Melton



**Meeting progress target**

**Progress Update:**

1. In Spring 2024, the previous Navigate AP admin developed a differentiated calendar (also referred to as the toolkit) that highlights retention efforts. This calendar was developed for all student services units. Some of these efforts in the calendar have been piloted but there are still more initiatives to be identified. After the retirement of the initial Navigate Ap Admin, a new one has been onboarded at the end of Spring 2024 into Summer 2024. The goal is to revisit the calendar and begin implementing the new retention initiatives identified by each student services unit.
2. In Fall 2024, the calendar was revisited for implementation in Spring 2025. The goal is for the Navigate Ap Admin to meet with student services department leaders to continue working on this initiative.
3. Navigate Ap Admin continues to work towards implementing new care units and strengthening the features being used by existing care units.

**Objective 4: Establish an assessment plan for evaluating student success outcomes using EAB Navigate.**

Strategic Project Description

Project Leader

Status Options

Progress Update

**Action Plan: Define Matrix analytics that need to be monitored to ensure student success**

Define the outcomes required to monitor the success of the students while capturing trends that help identify at risk students in advance. Ensure that these students are being placed in the retention alert system early in their time at the College. The majority of this project will be defined by the EAB Navigate implementation following their recommended guidelines.

Jennifer Melton



**Project placed on hold**

**Progress Update:** In the Fall of 2024, historical data was uploaded to Navigate, and the team was in the process of validating the data to make sure what was being sent was correct. It would help with the analytics to develop a predictive/at-risk retention model. After consulting with the Director of Data Analytics, there was concern that the data did not match the IPEDS data. The team will be working with EAB to discuss the best way to go about revalidation/reconfiguring of what is being pulled in the dailies.

# TERMINOLOGY

<b>CAFETERIA MODEL</b>	<p>A common community college model in which institutions provide many disconnected, disjointed services, programs, and activities; it is often up to each student to navigate the complexities of the college experience</p>
<b>COHORT</b>	<p>Students grouped together by meta-Major or similar group for data collection, analysis, and big -picture decision-making about pathways development. Students will have at least one statistical factor in common.</p>
<b>GATEKEEPER COURSES</b>	<p>The first or lowest-level college-level course students must take and successfully complete in order to progress along his or her academic pathway.</p>
<b>GUIDED PATHWAYS MODEL</b>	<p>An institution-wide approach to student success based on intentionally designed, clear, coherent, and structured educational experiences, informed by available evidence, that guide each student effectively and efficiently from his/her point of entry through to the attainment of high-quality postsecondary credentials and careers with value in the labor market. Guided Pathways is an umbrella term used to describe highly structured student experiences that guide them on the pathway to completion.</p>
<b>KEY PERFORMANCE (KPIs)</b>	<p>A set of metrics designed to measure students’ progress through milestones on his or her pathway. Specifically used to monitor the effects of institutional interventions.</p>
<b>META-MAJOR</b>	<p>A set of metrics designed to measure students’ progress through milestones on his or her pathway. Specifically used to monitor the effects of institutional interventions.</p>
<b>MILESTONE MARKERS/COURSES</b>	<p>Measurable educational achievements that denote essential degree-advancing courses such as completing a college-level math course or a number of units within a defined period of time. May prompt a “nudge.”</p>
<b>NUDGES</b>	<p>Actions that guide decision making while preserving freedom of choice.</p>

<b>ONBOARDING</b>	The process of helping students move from application to first-day attendance by simplifying admissions, financial aid, orientation, and registration.
<b>PATHWAY/ROAD MAP</b>	A descriptive and easy-to-use plan detailing the scope and sequence of courses required to complete a credential efficiently and transition to baccalaureate degree programs or the labor market. Includes the route a student takes to connect with, enter, progress through, and complete his/her program of study, as well as the skills they need to acquire for the labor market they will enter after their certificate or associate or baccalaureate degree.
<b>PROGRAM</b>	A set of courses and related activities that lead to an attainment of educational objectives such as a certificate or an associate's degree; often referred to as a major of study.
<b>ON-RAMP</b>	The integration of developmental education as a part of helping students successfully complete the critical introductory college-level courses in their initial field of interest. It may consist of co-requisite coursework designed to scaffold students' success in critical college-level courses. Aligns math and other foundational skills coursework with a student's program of study and integrates and contextualizes instruction to build academic and non-academic foundation skills throughout the college-level curriculum, particularly in program gateway courses.
<b>STUDENT EDUCATIONAL PLAN(SEP)</b>	A term-by-term individualized plan of courses a student should take based on his/her placement levels, full-time/part-time status, summer term plans, and pathway selection. The SEP should guide students through registration. Deviation from the SEP may adversely impact a student's financial aid and lead to excess unit accumulation.
<b>STRUCTURED PROGRAMS</b>	Streamlined programs of study featuring clear choices, limited electives, and targeted coursework relevant to a career roadmap or credentials required for transfer.
<b>STACKABLE CREDENTIALS</b>	Certificate or degree programs that offer off-ramps and on-ramps for students who need to move between higher education and the workforce. In stackable credentials pathways, students' earned credits count toward the next certificate or degree.

## Guided Pathways Strategic Enrollment Management Team

**Chair:** Associate Dean of Recruitment and Enrollment Management: Pam Hartke

**Team Assistant:** Administrative Assistant for Enrollment & Student Success: Nicole Ethridge

### **Members:**

Dean of Enrollment and Student Success: Jamie Corda Hadjaoui

Dean of Workforce Solutions & Community Education: Chris Strohl

Director of Marketing and Public Relations: Kelly Allee

Director of Data Analytics: Lisa Cole

Director of Dual Credit: Tessa Wiles

Chair of Counseling and Student Conduct: Heather Nohren

Director of Financial Aid and Veteran Services: Jennifer Hedges

Coordinator of Student Communication & Initiatives: Peighton Hinote

Chief Information Officer: David Stewart

Director of Enterprise Applications: Tony Sharp

Dean of Academic Operations: Emily Ramage

Director of Student Life: Lisa Shumard-Shelton

Agriculture Business Faculty Instructor: Ryan Wildman

Counselor Student Accommodations, Mental Health Initiatives: Ellie Haskett

Academic Counselor: Jennifer Melton

Academic Counselor: Kellie Niemerg

### **Co-Sponsors:**

Vice President for Student Services: TBD

Vice President for Academic Services: Ikemefuna Nwosu

**Lake Land College 2023-2027 Guided Pathways SEM Planning  
Working Groups by Focus Areas**

**Focus Area 1: Guided Pathways Implementation**

Leader: Pam Hartke

Members: Jamie Corda Hadjaoui  
Emily Ramage  
Ryan Wildman  
Nicole Ethridge

**Focus Area 3: Onboarding Experience**

Leader: Heather Nohren

Members: Jennifer Hedges  
Kellie Niemerg  
David Stewart  
Tessa Wiles

**Focus Area 2: Recruitment and Marketing**

Leader: Kelly Allee

Members: Peighton Hinote  
Ike Nwosu  
Chris Strohl  
Vacant

**Focus Area 4: Retention, Persistence,  
and Completion**

Leader: Jennifer Melton

Members: Ellie Haskett  
Lisa Cole  
Tony Sharp  
Lisa Shumard-Shelton

# LAKE LAND COLLEGE

## FEDERAL FUNDING INFORMATION

Lake Land is a community college that serves nearly 8,000 students a year through transfer, career ready, technical, trades and non-credit continuing education programs. Lake Land serves a nearly 4,000 square mile district encompassing 53 communities and 31 public school districts. In addition, Lake Land provides educational programs to 23 adult correctional and one juvenile center throughout the state. Lake Land has been named in the top 150 community colleges in the nation

six times by the Aspen Institute, and has been recognized in the top 100 community colleges nationwide for completion rates by CNN Money. Students are able to choose from more than 150 majors, with enrollment split between Career and Technical Ready and Transfer Ready programs.

♦ Graduates of Lake Land College are estimated to receive a return on investment of nearly \$550,000 over a 40-year working life compared to someone not attending community college.

### STUDENT SUCCESS

♦ Lake Land College graduates who transfer to state universities earn grades that are higher than those who start at the same university as freshmen.

### COMMUNITY COMMITMENT

♦ Almost 500 full-time and part-time staff live in the Lake Land College district, contributing to the local communities and economies.

## IMPACT OF FEDERAL EDUCATION DOLLARS ON LAKE LAND COLLEGE STUDENTS

FEDERAL PELL GRANT SUMMARY			
Award Year	Number of Recipients	Average grant per student	Total grant dollars disbursed
2023-2024	1,183	\$4,661	\$5,514,778
2022-2023	1,202	\$4,038	\$4,853,147
2021-2022	1,055	\$4,071	\$4,295,401
2020-2021	1,127	\$4,121	\$4,644,520
2019-2020	1,469	\$4,053	\$5,954,023
2018-2019	1,459	\$3,955	\$5,770,314
2017-2018	1,525	\$3,839	\$5,855,095
2016-2017	1,523	\$3,532	\$5,379,765
2015-2016	1,671	\$3,527	\$5,892,914
2014-2015	1,912	\$3,545	\$6,778,797
2013-2014	2,032	\$3,502	\$7,115,388
2012-2013	2,209	\$3,413	\$7,538,612

FEDERAL PROGRAMS (LAKE LAND COLLEGE FY 2023-2024)	
1. Number of PELL Grant recipients	1,183
2. Average PELL Amount Awarded	\$ 4,661
3. Federal PELL Grant funds awarded	\$ 5,514,778
4. Number of Federal Supplemental Educational Opportunity Grant (SEOG) recipients	360
5. Federal FSEOG funds awarded	\$ 163,976
6. Number of students participating in Federal Work-Study program	25
7. Federal Work-Study program funds awarded	\$ 32,884
8. Number of Federal Direct loan recipients	335
9. Average loan amount per recipient	\$ 2,662
10. Total Federal Direct loan funds disbursed (subsidized and unsubsidized)	\$ 891,887

Federal Dollars Assisting Students and the Institution FY 2023-2024  
(sum of lines 3, 5, 7, 10, 11, 12, 13, 14, and 15) **\$7,923,377**

### FEDERAL GRANT PROGRAMS PROVIDING SUPPORT SERVICES

11. TRIO Student Support Services	\$ 286,109
12. TRIO Talent Search	\$ 328,413
13. Perkins Career and Technical Education Act funds received in current budget	\$ 443,130
14. TAA Community College and Career Training Grants (Amount Spent)	\$ 22,270
15. Adult Education	\$ 239,930

\*\*TAA is lower this year because we no longer have the Program Improvement Grant. It is not part of Perkins.

### FEDERAL FINANCIAL AID DISBURSED TO LAKE LAND STUDENTS

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
PELL Grant Recipients	1,525	1,459	1,469	1,127	1,005	1,202	1,183
Average PELL Grant Awarded	\$3,839	\$3,955	\$4,053	\$4,121	\$4,071	\$4,038	\$4,661
Total PELL Grants Disbursed	\$5,855,095	\$5,770,314	\$5,954,023	\$4,644,520	\$4,295,401	\$4,853,147	\$5,514,778
FSEOG Recipients	313	342	290	357	247	451	360
Total FSEOG Funds	\$86,807	\$97,969	\$98,299	\$164,404	\$65,000	\$171,461	\$163,976
Federal Work Study Recipients	37	32	34	5	11	0	25
Federal Work-Study Funds Awarded	\$44,431	\$42,453	\$45,837	\$2,866	\$14,851	\$0	\$32,884
Federal Direct Loan Recipients	502	455	395	292	405	495	335
Average Loan Awarded	\$3,125	\$3,083	\$3,200	\$3,565	\$2,380	\$1,944	\$2,662
Total Federal Direct Loans disbursed	\$1,568,933	\$1,402,693	\$1,263,969	\$1,040,901	\$964,007	\$962,343	\$891,887

Direct loans include subsidized and unsubsidized

### FEDERAL GRANTS PROVIDING STUDENT SUPPORT SERVICES

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
TRIO Student Support Services	\$243,987	\$245,603	\$276,038	\$275,105	\$237,029	\$259,510	\$286,109
TRIO Educational Talent Search	\$291,264	\$312,491	\$316,815	\$328,413	\$286,887	\$335,222	\$328,413
Perkins Career and Technical Education Act funds received in current budget	\$270,411	\$298,389	\$300,402	\$437,868	\$552,382	\$421,964	\$443,130
TAA Community College and Career Training Grants	\$91,926	\$29,329	\$3,264	\$12,217	\$113,036	\$53,288	\$22,270
Adult Education	\$167,645	\$164,660	\$183,234	\$178,421	\$178,421	\$269,641	\$239,930

# LAKE LAND COLLEGE STATE FUNDING INFORMATION

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## STUDENT SUCCESS

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## COMMUNITY COMMITMENT

♦ Almost 500 full-time and part-time staff live in the Lake Land College district, contributing to the local communities and economies.

## HOW STATE EDUCATION DOLLARS IMPACT LAKE LAND COLLEGE STUDENTS

### IMPACT OF MONETARY AWARD PROGRAM (MAP) DOLLARS ON LAKE LAND COLLEGE STUDENTS

AWARD YEAR	TOTAL MAP GRANT DOLLARS DISBURSED	NUMBER OF MAP RECIPIENTS	AVERAGE MAP GRANT PER STUDENT	LAKE LAND COLLEGE ANNUAL FULL TIME TUITION & FEES (30 CREDIT HOURS)	PERCENT OF FULL TIME TUITION & FEES COVERED BY MAP
2023-2024	\$1,556,835	890	\$1,749	\$4,280	40.9%
2022-2023	\$1,487,809	1051	\$1,416	\$3,965	35.7%
2021-2022	\$978,707	849	\$1,153	\$4,280	26.9%
2020-2021	\$919,757	821	\$1,120	\$4,280	26.2%
2019-2020	\$1,009,473	882	\$1,145	\$4,130	27.7%
2018-2019	\$821,724	737	\$1,115	\$4,110	27.1%
2017-2018	\$742,289	660	\$1,125	\$3,990	28.2%
2016-2017	\$625,583	591	\$1,059	\$3,789	27.9%
2015-2016	\$487,428	465	\$1,048	\$3,459	30.3%
2014-2015	\$723,480	683	\$1,147	\$3,459	33.2%
2013-2014	\$725,312	707	\$1,026	\$3,234	31.7%
2012-2013	\$949,269	955	\$994	\$3,114	31.9%
2011-2012	\$1,161,219	1116	\$1,041	\$2,904	35.8%
2010-2011	\$1,288,283	1165	\$1,106	\$2,784	39.7%
2009-2010	\$1,322,076	1143	\$1,157	\$2,544	45.5%
2008-2009	\$1,166,553	1049	\$1,112	\$2,394	46.4%
2007-2008	\$1,288,984	1193	\$1,080	\$2,214	48.8%
2006-2007	\$1,380,665	1250	\$1,105	\$2,097	52.7%
2005-2006	\$1,317,929	1320	\$998	\$1,992	50.1%
2004-2005	\$1,389,835	1411	\$985	\$1,904	51.7%
2003-2004	\$1,294,728	1441	\$898	\$1,784	50.4%
2002-2003	\$1,416,934	1273	\$1,113	\$1,674	66.5%

## ILLINOIS VETERAN GRANT SUMMARY

AWARD YEAR	NUMBER OF RECIPIENTS	TOTAL GRANT DOLLARS DISBURSED TO STUDENTS' ACCOUNTS	STATE TUITION REIMBURSEMENT TO COLLEGE (ISAC & ICCB COMBINED)	DIFFERENCE BETWEEN AMOUNT WAIVED BY COLLEGE & AMOUNT REIMBURSED
2023-2024	14	\$45,909	\$45,909	\$0
2022-2023	19	\$43,051	\$43,051	\$0
2021-2022	23	\$48,706	\$48,706	\$0
2020-2021	34	\$87,078	\$83,700	\$3,378
2019-2020	36	\$98,939	\$83,700	\$15,239
2018-2019	75	\$167,859	\$83,700	\$84,159
2017-2018	57	\$124,179	\$69,500	\$54,679
2016-2017	65	\$144,327	\$0	\$144,327
2015-2016	84	\$162,382	\$0	\$162,382
2014-2015	89	\$206,335	\$0	\$206,335
2013-2014	105	\$229,403	\$62,300	\$167,103
2012-2013	110	\$242,956	\$62,300	\$180,666
2011-2012	126	\$252,087	\$235,732	\$16,355
2010-2011	139	\$261,144	\$177,479	\$83,665
2009-2010	166	\$285,271	\$236,756	\$48,515

## ILLINOIS NATIONAL GUARD SUMMARY

AWARD YEAR	NUMBER OF RECIPIENTS	TOTAL GRANT DOLLARS DISBURSED TO STUDENTS' ACCOUNTS	TUITION REIMBURSEMENT TO COLLEGE	DIFFERENCE BETWEEN AMOUNT WAIVED BY COLLEGE & AMOUNT REIMBURSED
2023-2024	13	\$17,110	\$7,767	\$9,343
2022-2023	26	\$48,741	\$48,741	\$0
2021-2022	24	\$53,182	\$53,182	\$0
2020-2021	17	\$39,019	\$0	\$39,019
2019-2020	17	\$31,227	\$0	\$31,227
2018-2019	19	\$45,866	\$0	\$45,866
2017-2018	23	\$52,805	\$0	\$52,805
2016-2017	28	\$57,060	\$0	\$57,060
2015-2016	38	\$68,049	\$0	\$68,049
2014-2015	38	\$61,625	\$0	\$61,625
2013-2014	47	\$82,249	\$0	\$82,249
2012-2013	61	\$101,447	\$0	\$101,447
2011-2012	72	\$96,611	\$98,217	\$0. (timing difference of financial aid FY and accounting FY)
2010-2011	50	\$98,249	\$49,007	\$49,242.40
2009-2010	75	\$102,703	\$90,229	\$12,474

## ILLINOIS COOPERATIVE WORK STUDY SUMMARY

AWARD YEAR	NUMBER OF RECIPIENTS	AMOUNT OF STATE SUPPORT
2023-2024	0	\$0
2022-2023	11	\$24,542
2021-2022	8	\$20,306
2020-2021	14	\$21,095
2019-2020	19	\$36,126
2018-2019	16	\$36,648
2017-2018	22	\$34,467
2016-2017	0	\$0
2015-2016	14	\$21,617
2014-2015	16	\$22,958
2013-2014	20	\$25,572
2012-2013	14	\$33,000
2011-2012	19	\$34,400

## OTHER ILLINOIS STATE FUNDING SOURCES

AWARD YEAR	CREDIT HOURS REIMBURSEMENT (OPERATIONAL & CORRECTIONS)	EQUALIZATION PAYMENTS
2023-2024	\$5,782,777	\$6,892,600
2022-2023	\$6,008,866	\$6,876,620
2021-2022	\$6,457,545	\$6,063,010
2020-2021	\$6,478,015	\$6,312,154
2019-2020	\$6,288,100	\$5,724,886
2018-2019	\$6,002,570	\$5,914,615
2017-2018	\$5,549,920	\$4,679,320
2016-2017	\$6,472,215	\$5,113,746
2015-2016	\$1,745,075	\$1,382,884
2014-2015	\$5,727,902	\$5,423,091
2013-2014	\$5,316,745	\$5,748,218
2012-2013	\$5,257,153	\$5,855,863
2011-2012	\$5,224,461	\$5,920,782
2010-2011	\$5,224,461	\$5,306,112
2009-2010	\$5,524,883	\$5,371,071
2008-2009	\$5,434,169	\$5,453,804
2007-2008	\$5,614,125	\$5,208,408

# MEMO

**TO:** Board of Trustees

**FROM:** Dylan Cole, Assistant Comptroller

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

**DATE:** January 13, 2025

**RE:** Illinois Business Enterprise Program

---

The Illinois Business Enterprise Program (BEP) was created in 1989 with the goal of increasing the amount of State procurement dollars towards those majority-owned by women, minorities, persons with disabilities, and veterans. The statute has evolved over time and applied to community colleges beginning in FY 2017, adding to the number of state-funded organizations attempting to meet the aspirational goal of 30% of all procurement going to BEP-certified businesses.

The College prepares an annual report for the BEP Commission, providing detail on the amount of BEP spend from the fiscal year down to the vendor and dollar amount. In FY 2024, the College was able to direct over \$1.5 million to BEP-certified businesses, up from \$1.4 million in FY 2023. In FY 2023, the College achieved 6% BEP spending, well below the BEP Commission's aspirational goal of 30%; however, for FY 2023, 6% BEP spend placed the College tenth out of the thirty-nine Illinois community colleges, with only one community college exceeding 30%.

The Illinois Community Colleges Presidents' and Chief Financial Officers' Committees are working together with the BEP Commission to increase vendor participation and encourage State organizations to direct more procurement to BEP vendors and come closer to the goal percentage.

To date, the College has approximately \$400,000 in BEP spend for FY 2025, and will continue to direct procurement dollars to BEP-certified businesses wherever practicable and in compliance with the Illinois Procurement Code.

**BEP Annual Expenditure Report  
FY2023**

<b>District</b>	<b>College</b>	<b>Total Budget</b>	<b>Dollars Subject</b>	<b>Dollar Goal</b>	<b>Dollar Achievement</b>	<b>Percent Achieved</b>
508	City Colleges	501,654,017	41,504,354	12,451,306	19,005,432	45.80%
525	Joliet	167,691,469	12,334,437	3,700,331	1,291,065	10.50%
506	Sauk Valley	48,320,261	5,040,790	1,512,237	520,043	10.30%
527	Morton	60,978,201	9,387,839	2,816,352	947,587	10.10%
507	Danville	27,057,201	4,122,833	1,236,850	361,615	8.80%
532	College of Lake County	197,365,984	25,634,265	7,690,280	2,240,484	8.70%
510	South Suburban	45,552,806	3,627,119	1,088,136	315,920	8.70%
505	Parkland	105,045,567	7,691,254	2,307,376	547,347	7.10%
501	Kaskaskia	56,472,913	10,726,182	3,217,855	657,810	6.10%
517	Lake Land	89,898,428	23,229,044	6,968,713	1,404,489	6.00%
511	Rock Valley	131,988,082	18,003,879	5,401,164	892,818	5.00%
540	Heartland	127,099,795	73,912,594	22,173,778	3,225,121	4.40%
515	Prairie State	38,996,057	2,609,172	782,752	114,618	4.40%
529	Illinois Eastern	74,473,243	20,048,400	6,014,520	809,834	4.00%
528	McHenry	131,067,533	23,007,217	6,902,165	919,700	4.00%
516	Waubensee	109,592,007	16,552,297	4,965,689	535,543	3.20%
535	Oakton	102,307,736	26,323,318	7,896,995	827,990	3.10%
502	College of Dupage	365,722,404	41,649,100	12,494,730	1,225,244	2.90%
524	Moraine Valley	145,918,377	12,578,858	3,773,657	364,957	2.90%
512	Harper	274,345,546	57,921,390	17,376,417	1,569,613	2.70%
522	Southwestern	137,794,975	32,138,432	9,641,530	821,093	2.60%
513	Illinois Valley	38,272,326	6,536,059	1,960,818	117,679	1.80%
526	Lincoln Land	102,488,536	23,991,414	7,197,424	376,349	1.60%
534	Spoon River	18,232,078	2,552,131	765,639	37,993	1.50%
537	Richland	50,833,852	22,785,953	6,835,786	301,741	1.30%
514	Illinois Central	94,380,363	29,791,829	8,937,549	360,190	1.20%
504	Triton	129,234,101	46,351,246	13,905,374	472,497	1.00%
520	Kankakee	41,550,170	7,682,435	2,304,731	77,011	1.00%
509	Elgin	148,582,724	27,854,835	8,356,451	233,904	0.80%
523	Kishwaukee	39,390,356	7,833,366	2,350,010	48,108	0.60%
530	John A. Logan	68,545,879	18,502,607	5,550,782	85,957	0.50%
536	Lewis & Clark	127,053,482	66,107,112	19,832,134	76,870	0.10%
519	Highland	39,159,388	13,185,830	3,955,749	-	0.00%
539	John Wood	34,573,729	6,498,194	1,949,458	25,333	0.00%
533	Southeastern	25,853,470	4,700,854	1,410,256	-	0.00%
518	Carl Sandburg	28,380,723	3,044,440	913,323	602	0.00%
521	Rend Lake	27,481,204	1,302,328	390,698	5,435	0.00%
531	Shawnee	25,932,307	481,805	1,443,242	500	0.00%
503	Black Hawk	73,187,097	-	-	986,720	0.00%

# MEMO

**TO:** Mr. John Woodruff, Vice President for Business Services  
**FROM:** Madge Shoot, Comptroller  
**CC:**  
**DATE:** December 19, 2024  
**RE:** Dispensation of Surplus Items

---

The College currently brings surplus items to the board as needed prior to disposing of them. Recently several items have been on this list. Many of these are disposed of through sale or recycling.

In December 2024 we held an online auction in conjunction with Bauer Auction Services. We sold several pieces of Athletic equipment that no longer has a useful life for the college. Along with the athletic equipment, a grasshopper mower from our physical plant department, several lots of cubicle walls and desks from ETC and assorted other equipment were sold. The auction netted \$54,360.87, which was deposited into the general fund surplus revenue line. The largest sales amount from this lot were \$47,219.50 for the cubicle walls and desks from ETC and \$3,087.50 for the Grasshopper mower.

Several items from our IT area were also disposed of as the clean out of ETC in preparation for construction was carried out. These items were donated to the Greenup Fire Department.

In October 2024 the board also approved the disposal of office printers and a production printer that was used by the Print Shop. These were traded in on the purchase of a new printer and the college received \$87,455.80 trade in value towards the new printer.

In October 2024 the board approved the transfer of a Toyota Camry to CEFS. This vehicle was purchased with WIOA funds, so when the grant transferred over to CEFS as the fiscal agent the car was transferred also.

In April 2024, the wind turbine that had been purchased with a CBJT grant was approved for disposal. The College paid Grunloh Construction \$7,046.07 to take down and remove this item.

I would be available for any questions you may have.

# MEMO



To: Ike Nwosu & the Cabinet

From: Academic Services AI Taskforce  
Chair Sarah Hill, Director of Library Services  
Tara Blaser, Philosophy/English Instructor  
Scott Harley, John Deere Technology Instructor  
Logan Smith, Dental Hygiene Instructor  
David Stewart, Chief Information Officer  
David Turnbull, Biological Science Instructor  
Jessica Wohlschlaeger, Instructional Designer  
Molly Yeske, Director of Medical Assistant Program

Date: December 10, 2024

RE: Task Force Recommendations for Fall 2024

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The Lake Land College Academic Services AI Task Force is proactively addressing the challenges and opportunities presented by AI. Through policy development, resource creation, and open dialogue, we aim to create an environment that fosters the ethical and effective use of AI for teaching and learning.

The Task Force has created sample syllabus statements for faculty to include in Spring 2025 syllabi and recommends that the following change be made to Board Policy 07.28.02 Academic Integrity Code.

## 07.28.02 Academic Integrity Code

Lake Land College is committed to the fundamental values of preserving academic integrity as defined in this policy. It is assumed that students will honor the tradition of academic honesty. Promoting and protecting academic honesty and integrity are the responsibility of every member of the College community. As such, students have the responsibility to:

1. Be fully knowledgeable of the Academic Integrity Code;
2. Produce their own work; and
3. Encourage academic honesty among their fellow students.

Academic dishonesty is a serious offense that is investigated and sanctioned through Board Policy 07.28.01, Student Code of Conduct and Disciplinary Procedures.

Acts of academic dishonesty include but are not limited to:

1. Cheating: Using or attempting to use unauthorized materials, information, or study aids in any academic exercise.  
As such, no student shall, during the course of a graded academic exercise, (1) offer information of any kind to another student; (2) receive information of any kind from another student or from the responses made by another student; or (3) have in their possession any tool, written material, or other device which may be of assistance to them in completing the exercise and which has not been authorized by the instructor or person proctoring the academic exercise. No student shall procure, possess, or provide in any unauthorized manner any materials or pieces of materials which contain the questions or answers to any graded academic exercise scheduled to be given to any individual or group enrolled in any course of study by the College. No student shall submit the same assignment in more than one class without instructor approval. **The use of generative or agentic AI tools to produce or assist in the completion of academic work, unless explicitly authorized by the instructor, is prohibited.**

2. **Plagiarism:** Representing the words or ideas of another as one's own in any academic exercise.  
As such: No student shall submit as their own material to an instructor any work which contains ideas or materials taken from another without full acknowledgment of the author and the source including appropriate citations and documentation. This includes submitting a paper, or portions of a paper, obtained from a professional service or website or written by another individual.
3. **Fabrication:** Falsification of information or citation of an academic exercise.  
No student shall seek credit for a group assignment in which they did not participate or claim that an assignment was submitted when it was not. No student shall fabricate sources or misrepresent secondary sources within a paper.
4. **Unauthorized Collaboration:** Sharing or working together in an academic exercise without approval.  
No student shall work with another student to complete a graded assignment without prior approval from the course instructor. Work completed through authorized collaboration must clearly identify the contributions of each individual.
5. **Facilitating Academic Dishonesty:** Helping or attempting to help another student to violate any provision of this Code.

#### Procedures Following Academic Dishonesty

1. The instructor who has witnessed academic dishonesty or who has evidence that academic dishonesty has occurred will contact the student to inform the student of the allegation and the instructor's intended actions.
2. The instructor may assign the student a reduced or failing grade on the assignment or in the course. The instructor will submit an Academic Integrity Incident Report to the Vice President for Student Services describing the incident and the intended actions.
3. Additional disciplinary sanctions may be imposed in accordance with the Student Code of Conduct and Disciplinary Procedures.

(See Policy 07.28.01.) The student will be provided written notification of the charges and actions to be taken and be given ten (10) calendar days to notify the Vice President for Student Services if the student wishes to dispute the charges.

4. If a student disputes the allegation of academic dishonesty, a hearing will be provided according to the Student Code of Conduct and Disciplinary Procedures.
5. A student accused of academic dishonesty in a course may not drop the course until such time as disciplinary action, if any, is imposed. If a grade of "W" is recorded for the course, it may be changed to reflect the disciplinary sanctions imposed as a result of academic dishonesty. In the event that the alleged violation occurs at the end of a term, an incomplete grade shall be assigned pending conclusion of the disciplinary process.

Lake Land College may contract with an electronic service to detect originality of materials submitted by students. By registering for courses offered by Lake Land College, students consent that all assignments are subject to submission for textual originality reviewed by an electronic service. Assignments submitted to an electronic service source may be included in the service's restricted database solely for the purpose of detecting plagiarism.

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Adopted May 13, 2013

Revised

### Calendar of Events

Monday, January 13, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, February 6, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, February 10, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, March 6, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, March 10, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, April 10, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, April 14, 2025	4 p.m. – Special Board Meeting: Retreat to Prepare for HLC Visit – Board and Administration Center, 011 5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, April 24, 2025	1 p.m. – 5 p.m. – Special Board Meeting: Retreat for Strategic Discussions and Effective Board Governance Training
Monday and Tuesday, April 28-29, 2025	Higher Learning Commission (HLC) Site Visit
Thursday, May 8, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, May 12, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011

Friday, May 16, 2025	6 p.m. – Commencement Field House
Thursday, June 5, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, June 9, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, July 10, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, July 14, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, August 14, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, August 18, 2025	5 p.m. – Board Dinner – Effingham Technology Center, Effingham, IL 6 p.m. – Board Meeting – Effingham Technology Center, Effingham, IL
Thursday, September 4, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, September 8, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011
Thursday, October 9, 2025	Buildings and Site Committee Meeting 8 a.m. – Board and Administration Center, 011 Finance Committee Meeting 9 a.m. – Board and Administration Center, 011 Resource and Development Committee Meeting 10 a.m. – Board and Administration Center, 011
Monday, October 13, 2025	5 p.m. – Board Dinner – Foundation and Alumni Center 6 p.m. – Board Meeting – Board and Administration Center, 011

Thursday, November 6, 2025

Buildings and Site Committee Meeting  
8 a.m. – Board and Administration Center, 011  
Finance Committee Meeting  
9 a.m. – Board and Administration Center, 011  
Resource and Development Committee Meeting  
10 a.m. – Board and Administration Center, 011

Monday, November 10, 2025

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

Thursday, December 4, 2025

Buildings and Site Committee Meeting  
8 a.m. – Board and Administration Center, 011  
Finance Committee Meeting  
9 a.m. – Board and Administration Center, 011  
Resource and Development Committee Meeting  
10 a.m. – Board and Administration Center, 011

Monday, December 8, 2025

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

**Lake Land College Board of Trustees  
Schedule of Meetings  
2025**

- **Meetings are normally held the 2<sup>nd</sup> Monday of Each Month.**

January 13, 2025	6:00 p.m.	Board & Administration Center Room 011, Mattoon
February 10, 2025	6:00 p.m.	Board & Administration Center Room 011, Mattoon
March 10, 2025	6:00 p.m.	Board & Administration Center Room 011, Mattoon
April 14, 2025	6:00 p.m.	Board & Administration Center Room 011, Mattoon
April 24, 2025 (Annual Organizational Meeting and Board Retreat)	1:00 p.m.	Board & Administration Center Room 011, Mattoon
May 12, 2025	6:00 p.m.	Board & Administration Center Room 011, Mattoon
June 9, 2025	6:00 p.m.	Board & Administration Center Room 011, Mattoon
July 14, 2025	6:00 p.m.	Board & Administration Center Room 011, Mattoon
*August 18, 2025 (Will be held on the third Monday of the month for administrative timing issues)	6:00 p.m.	Effingham Technology Center Room 146, Effingham
September 8, 2025	6:00 p.m.	Board & Administration Center Room 011, Mattoon
October 13, 2025	6:00 p.m.	Board & Administration Center Room 011, Mattoon
November 10, 2025	6:00 p.m.	Board & Administration Center Room 011, Mattoon
December 8, 2025	6:00 p.m.	Board & Administration Center Room 011, Mattoon

# MEMO

TO: Dr. Josh Bullock, President

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

DATE: January 8, 2025

RE: November FY25 Financial Statement Summary

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

## November - Noteworthy Events Impacting Results

- Excess Revenue over Expenditures – We finished November favorable at \$880,876.
- Revenue – Revenue for November was favorable by \$445K. Local resources exceeded budget by \$764K which helped offset unfavorable variances in Tuition & Fees line items.
- Expenditures – Expenditures for November finished favorable by \$436K. YTD we are \$3.03M favorable to budget. Salary and wages finished favorable at \$106K.

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

	<b>November</b>		<b>YTD</b>	
	<b>Actual V. Budget</b>		<b>Actual V. Budget</b>	
<b>Total Revenue</b>	\$445,022	●	\$476,633	●
Local Services	\$764,491	●	\$833,269	●
ICCB Credit Hour Grant	(\$17,746)	●	(\$149,109)	●
ICCB Equalization Grant	(\$0)	●	(\$0)	●
Other State Sources	(\$20,535)	●	(\$75,883)	●
Tuition & Fees	(\$394,382)	●	(\$262,697)	●
Other Revenue	\$113,196	●	\$119,952	●
<b>Total Expenditures</b>	\$435,854	●	\$3,027,690	●
Salaries & Wages	\$106,016	●	\$747,360	●
Employee Benefits (overall)	\$208,031	●	\$41,398	●
Instructional	\$169,798	●	\$680,102	●
Academic Support	\$175,817	●	\$269,797	●
Student Services	\$45,115	●	\$275,448	●
Public Service/Continuing Education	\$31,096	●	\$197,037	●
Operations & Maintenance	\$19,566	●	\$351,351	●
Institutional Support	(\$6,380)	●	\$1,591,385	●

● Favorable

● Unfavorable - No Concerns at this time.

● Unfavorable - Concerned

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

Current Month	Current Month		Variance		Current YTD Actual	Current YTD Budget	Current YTD Budget Variance	% Current YTD Budget Variance	Previous YTD	FY24 Final Audited Numbers	FY25 Annual Budget	
	Budget											
<b>Revenues:</b>												
1,603,668	839,178	764,491		Local Sources	11,364,528	10,531,259	833,269	7.91%	10,875,790	11,748,084	12,255,978	
250,988	268,734	(17,746)		ICCB Credit Hour Grant	1,806,135	1,955,244	(149,109)	-7.63%	1,783,540	4,911,960	4,440,957	
574,383	574,383	(0)		ICCB Equalization Grant	2,871,917	2,871,917	(0)	0.00%	2,939,304	7,054,330	6,892,600	
30,085	50,620	(20,535)		Other State Sources	457,620	533,503	(75,883)	-14.22%	385,504	1,020,389	1,272,246	
2,457,344	2,591,917	(134,573)		Tuition	7,425,126	7,398,344	26,782	0.36%	7,315,704	7,871,510	8,186,725	
1,041,331	1,301,141	(259,810)		Fees	3,424,484	3,713,963	(289,479)	-7.79%	3,414,130	4,001,134	1,685,452	
190,747	77,551	113,196		Other Revenue	809,519	689,566	119,952	17.40%	986,271	2,139,472	3,915,729	
-	-	-		Gift in Kind	11,100	-	11,100	0.00%	-	227,623	-	
<b>6,148,547</b>	<b>5,703,525</b>	<b>445,022</b>		<b>Total Revenues</b>	<b>28,170,429</b>	<b>27,693,796</b>	<b>476,633</b>	<b>1.72%</b>	<b>27,700,242</b>	<b>38,974,502</b>	<b>38,649,687</b>	
<b>Expenditures:</b>												
<b>Instructional</b>												
1,045,787	1,096,173	50,386		Salary and Wages	4,994,821	5,259,160	264,339	5.03%	4,962,631	11,590,569	10,660,542	
88,398	190,031	101,633		Employee Benefits	920,414	950,154	29,740	3.13%	959,121	2,186,614	2,433,060	
25,720	18,200	(7,520)		Contractual Services	59,579	89,004	29,425	33.06%	25,500	448,616	669,937	
38,418	49,816	11,398		General Materials and Supplies	291,024	568,618	277,594	48.82%	297,757	758,016	875,650	
11,725	12,643	918		Travel and Meeting Expenses	33,270	86,820	53,550	61.68%	23,557	84,029	177,139	
480	14,100	13,620		Fixed Charges	1,545	24,100	22,555	0.00%	-	55,410	99,375	
638	-	(638)		Capital Outlay	2,900	16,900	14,000	82.84%	35,043	139,191	31,735	
-	-	-		Other Expenditures	-	-	-	0.00%	-	-	-	
-	-	-		Gift in Kind	11,100	-	(11,100)	0.00%	-	-	-	
<b>1,211,166</b>	<b>1,380,963</b>	<b>169,798</b>		<b>Total Instructional</b>	<b>6,314,654</b>	<b>6,994,756</b>	<b>680,102</b>	<b>9.72%</b>	<b>6,303,610</b>	<b>15,262,445</b>	<b>14,947,438</b>	
<b>Academic Support</b>												
66,413	47,846	(18,567)		Salary and Wages	316,216	316,343	127	0.04%	206,997	667,665	526,799	
9,326	15,927	6,602		Employee Benefits	81,687	79,637	(2,050)	-2.57%	63,638	155,882	4,776	
-	-	-		Contractual Services	-	-	-	0.00%	-	-	-	
55,415	246,300	190,885		General Materials and Supplies	138,978	410,700	271,722	66.16%	133,577	211,727	458,500	
3,703	600	(3,103)		Travel and Meeting Expenses	16,103	16,100	(3)	-0.02%	14,260	35,588	13,500	
-	-	-		Fixed Charges	-	-	-	0.00%	-	-	-	
-	-	-		Capital Outlay	-	-	-	0.00%	-	-	-	
-	-	-		Gift in Kind	-	-	-	0.00%	-	-	-	
<b>134,856</b>	<b>310,674</b>	<b>175,817</b>		<b>Total Academic Support</b>	<b>552,983</b>	<b>822,780</b>	<b>269,797</b>	<b>32.79%</b>	<b>418,472</b>	<b>1,070,862</b>	<b>1,003,575</b>	
<b>Student Services</b>												
186,262	200,344	14,082		Salary and Wages	943,066	1,100,453	157,387	14.30%	613,448	2,144,939	2,702,692	
26,650	57,781	31,131		Employee Benefits	274,661	291,829	17,168	5.88%	225,359	546,565	514,830	
-	-	-		Contractual Services	10,465	11,365	900	7.92%	10,906	10,906	13,477	
9,182	8,952	(230)		General Materials and Supplies	49,598	109,075	59,477	54.53%	35,070	107,167	176,604	
14,868	7,500	(7,368)		Travel and Meeting Expenses	43,033	76,500	33,017	43.41%	19,020	99,089	104,435	
-	-	-		Fixed Charges	-	-	-	0.00%	-	-	15,000	
-	7,500	7,500		Other Expenditures	-	7,500	7,500	100.00%	-	14,850	-	
<b>236,962</b>	<b>282,077</b>	<b>45,115</b>		<b>Total Student Services</b>	<b>1,320,823</b>	<b>1,596,272</b>	<b>275,448</b>	<b>17.26%</b>	<b>903,803</b>	<b>2,923,515</b>	<b>3,527,038</b>	
<b>Public Service/Cont Ed</b>												
41,266	54,372	13,107		Salary and Wages	208,116	299,047	90,930	30.41%	193,196	472,854	706,838	
3,464	6,500	3,036		Employee Benefits	34,742	32,499	(2,244)	-6.90%	34,620	56,217	79,937	
1,798	5,000	3,202		Contractual Services	7,606	27,500	19,894	72.34%	14,322	64,382	68,000	
5,588	16,107	10,519		General Materials and Supplies	35,436	107,391	71,955	67.00%	37,434	108,832	223,239	
2,445	3,792	1,347		Travel and Meeting Expenses	9,019	23,635	14,616	61.84%	10,103	20,631	47,404	
9,391	9,278	(114)		Fixed Charges	54,938	56,758	1,819	3.21%	43,207	104,500	119,290	
-	-	-		Capital Outlay	14,933	15,000	67	0.45%	7,500	17,571	15,000	
-	-	-		Other	-	-	-	0.00%	189	-	-	
-	-	-		GIK	-	-	-	0.00%	-	-	-	
<b>63,952</b>	<b>95,048</b>	<b>31,096</b>		<b>Total Public Service/ Cont Ed</b>	<b>364,791</b>	<b>561,829</b>	<b>197,037</b>	<b>35.07%</b>	<b>340,572</b>	<b>844,987</b>	<b>1,259,708</b>	
<b>Operations &amp; Maintenance</b>												
88,057	127,253	39,196		Salary and Wages	481,613	698,712	217,099	31.07%	483,345	1,180,744	1,654,418	
13,962	38,364	24,402		Employee Benefits	145,118	191,818	46,700	24.35%	174,351	384,727	471,834	
40,985	9,888	(31,097)		Contractual Services	261,617	184,666	(76,952)	-41.67%	427,881	502,268	388,827	
36,041	2,500	(33,541)		General Materials and Supplies	130,985	124,000	(6,985)	-5.63%	133,470	314,848	252,000	
-	-	-		Travel and Meeting Expenses	-	6,145	6,145	100.00%	-	501	7,290	
1,100	750	(350)		Fixed Charges	11,934	6,250	(5,684)	-90.94%	11,742	122,282	104,000	
118,350	134,194	15,845		Utilities	528,418	756,845	228,427	30.18%	571,976	1,413,447	1,764,078	
-	-	-		Capital Outlay	174,917	91,958	(82,960)	100.00%	-	10,800	-	
-	5,112	5,112		Contingency Funds	-	25,560	25,560	100.00%	450	820	245,259	
-	-	-		GIK	-	-	-	0.00%	-	-	-	
<b>298,495</b>	<b>318,061</b>	<b>19,566</b>		<b>Total Operation and Maint</b>	<b>1,734,602</b>	<b>2,085,953</b>	<b>351,351</b>	<b>16.84%</b>	<b>1,803,215</b>	<b>3,930,438</b>	<b>4,887,706</b>	
<b>Institutional Support</b>												
304,006	311,819	7,812		Salary and Wages	1,692,784	1,710,262	17,478	1.02%	1,166,338	4,127,416	4,039,579	
54,932	96,160	41,228		Employee Benefits	499,910	451,994	(47,916)	-10.60%	507,682	1,104,149	1,113,707	
26,972	35,127	8,155		Contractual Services	682,509	1,146,788	464,279	40.49%	679,654	1,602,266	1,612,503	
66,242	31,534	(34,708)		General Materials and Supplies	480,751	1,027,556	546,805	53.21%	507,006	999,183	1,935,520	
22,096	14,366	(7,730)		Travel and Meeting Expenses	68,338	147,153	78,815	53.56%	42,739	146,392	272,059	
1,131	1,825	694		Fixed Charges	11,990	181,129	169,139	93.38%	11,112	15,940	194,004	
-	-	-		Capital Outlay	95,449	37,250	(58,199)	100.00%	779,962	728,741	263,450	
1,981	10,675	8,694		Contingency Funds	329,810	443,783	113,972	25.68%	237,174	1,661,929	591,061	
-	-	-		Other	-	151,125	151,125	100.00%	4,620	564,066	49,175	
30,524	-	(30,524)		Strategic Initiatives	44,114	200,000	155,886	100.00%	13,454	367,958	-	
-	-	-		One Time Budget Requests	-	-	-	0.00%	-	-	-	
-	-	-		GIK	-	-	-	0.00%	-	-	-	
<b>507,885</b>	<b>501,506</b>	<b>(6,380)</b>		<b>Total Institutional Support</b>	<b>3,905,655</b>	<b>5,497,039</b>	<b>1,591,385</b>	<b>28.95%</b>	<b>3,949,741</b>	<b>11,318,039</b>	<b>10,071,058</b>	
(842)	-	842		Scholarships, grants, waivers	337,430	-	(337,430)	100.00%	279,136	553,838	1,287,566	
<b>2,452,475</b>	<b>2,888,329</b>	<b>435,854</b>		<b>Total Expenditures</b>	<b>14,530,939</b>	<b>17,558,629</b>	<b>3,027,690</b>	<b>17.24%</b>	<b>13,998,548</b>	<b>35,904,124</b>	<b>36,984,089</b>	
<b>3,696,072</b>	<b>2,815,196</b>	<b>880,876</b>		<b>Revenue Less Expenditures</b>	<b>13,639,490</b>	<b>10,135,167</b>	<b>3,504,323</b>	<b>34.58%</b>	<b>13,701,694</b>	<b>3,070,378</b>	<b>1,665,598</b>	
-	-	-		<b>Transfers Out:</b>	-	-	-	<b>0.00%</b>	-	<b>2,047,014</b>	<b>1,665,598</b>	
<b>3,696,072</b>	<b>2,815,196</b>	<b>880,876</b>		<b>Excess of Revenues over Expenditures &amp; Transfers</b>	<b>13,639,490</b>	<b>10,135,167</b>	<b>3,504,323</b>	<b>34.58%</b>	<b>13,701,694</b>	<b>1,023,364</b>	<b>-</b>	

<b>Current Month</b>	<b>Current Month</b>	<b>Current Month</b>		<b>Current YTD</b>	<b>Current YTD</b>	<b>Current YTD</b>
	<b>Budget</b>	<b>Variance</b>		<b>Actual</b>	<b>Budget</b>	<b>Budget Variance</b>
1,731,791.11	1,837,806.66	106,015.55	Salary and Wages	8,636,616.08	9,383,976.55	747,360.47
196,731.69	404,762.79	208,031.10	Employee Benefits	1,956,533.47	1,997,931.66	41,398.19
95,475.76	68,215.12	(27,260.64)	Contractual Services	1,021,775.75	1,459,322.18	437,546.43
210,885.80	355,209.50	144,323.70	General Materials and Supplies	1,126,771.92	2,347,339.19	1,220,567.27
54,837.48	38,901.03	(15,936.45)	Travel and Meeting Expenses	169,762.97	355,902.86	186,139.89
12,103.12	25,952.50	13,849.38	Fixed Charges	80,407.37	268,236.41	187,829.04
118,349.69	134,194.27	15,844.58	Utilities	528,417.98	756,844.89	228,426.91
637.54	-	(637.54)	Capital Outlay	288,199.16	161,107.50	(127,091.66)
1,980.85	15,787.00	13,806.15	Contingency Funds	329,810.17	469,342.50	139,532.33
29,682.11	7,500.00	(22,182.11)	Other Expenditures	392,643.81	358,625.00	(34,018.81)
2,452,475.15	2,888,328.87	435,853.72	<b>Total</b>	14,530,938.68	17,558,628.74	3,027,690.06

**Lake Land College**  
*FY2025 Salary, Wage & Benefits Detail*

<b>Salary &amp; Wages</b>	<b>Year to Date</b>			<b>FY2025 Budgeted</b>
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>	
Salary and Wages - Instructional	\$4,994,821	\$5,259,160	\$264,339	\$10,660,542
Salary and Wages - Acad. Support	\$316,216	\$316,343	\$127	\$526,799
Salary and Wages - Stud. Svcs	\$943,066	\$1,100,453	\$157,387	\$2,702,692
Salary and Wages - Public Svc.	\$208,116	\$299,047	\$90,930	\$706,838
Salary and Wages - Maintenance	\$481,613	\$698,712	\$217,099	\$1,654,418
Salary and Wages - Inst. Support	\$1,692,784	\$1,710,262	\$17,478	\$4,039,579
<b>Total Salary and Wages</b>	<b>\$8,636,616</b>	<b>\$9,383,977</b>	<b>\$747,360</b>	<b>\$20,290,868</b>

<b>Employee Benefits</b>	<b>Year to Date</b>			<b>FY2025 Budgeted</b>
	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>	
Employee Benefits - Instructional	\$920,414	\$950,154	\$29,740	\$2,433,060
Employee Benefits - Acad. Support	\$81,687	\$79,637	(\$2,050)	\$4,776
Employee Benefits - Stud. Svcs	\$274,661	\$291,829	\$17,168	\$514,830
Employee Benefits - Public Svc.	\$34,742	\$32,499	(\$2,244)	\$79,937
Employee Benefits - Maintenance	\$145,118	\$191,818	\$46,700	\$471,834
Employee Benefits - Inst. Support	\$499,910	\$451,994	(\$47,916)	\$1,113,707
<b>Total Employee Benefits</b>	<b>\$1,956,533</b>	<b>\$1,997,932</b>	<b>\$41,398</b>	<b>\$4,618,144</b>

# LAKE LAND COLLEGE FULL-TIME FACULTY SENIORITY LIST

## January 13, 2025

	NAME	BOARD HIRE YR MO DA (APPROVAL ORDER)	EMPLOY DATE YR MO DA	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
1	BURRELL, BRYAN		1994 02 28	Academic Support	Academic Support – Counseling All SFS- courses INS-099	All PSY- courses
2	PHIPPS, CYNTHIA		1995 08 18	Business & Technology	BUS-079, 085, 086, 087, 089, 094, 095, 096, 097, 098, 099, 120, 141, 142, 151, 152, 200, 281 CIS-040, 054, 055, 093, 094, 160	
3	RUDIBAUGH, MIKE		1995 09 15	Math & Science	All ESC- courses All GIS- courses All GEO- courses	All SOS- courses
4	BUZZARD, DION		1996 01 16	Business & Technology	IND-044, 054, 056 MET-045, 076, 084 TEC-040-056	CAD-056, 057, 058, 059 EET-069 APT-042
5	MIOUX, MARTHA		1996 04 08	Allied Health	All PTA- courses	All MAS- courses AHE-041, 042, 045, 051 PED-244
6	LANDRUS, MATT	1997 04 14 (1)	1997 08 22	Humanities & Communication	All ENG- courses (excluding ENG-110, 111, & 112) All LIT- courses All HUM- courses	All INS- courses All RDG- courses STA- SFS courses
7	MILLER, KEVIN	1997 04 14 (2)	1997 08 22	Business & Technology	AUT-050, 048, 076, 080, 083, 089, 082 IND-042, 043, 058, 060, 062 TEC-043, 048 APT-041	
8	WHITE, JEFF	1997 04 14 (3)	1997 08 22	Math & Science	All BIO- courses	

	NAME	BOARD HIRE YR MO DA (APPROVAL ORDER)	EMPLOY DATE YR MO DA	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
9	KERSEY, KRIS	1997 04 14 (5)	1997 08 22	Business & Technology	EET-040-047, 050, 052, 055, 056, 062, 063, 065, 069, 071, 072, 074, 076, 078, 085, 086 All IND- courses MET-043-084 MTT-050 TEC-039-047, 049, 055, 059 APT-050	All HVC- courses MMP I-V TEL-courses APT-041
10	BEAVERS, MICHAEL	1997 07 14 (1)	1997 08 22	Business & Technology	All EET-Courses IND-044 MET- 043, 080 All PLC-Courses All APT-Courses	All RDG-Courses CIS-156 ITT-070 TEC-090 TEC-070 CIM-044
11	SATTERWHITE, MARCY	1997 07 14 (2)	1997 08 22	Business & Technology	BUS-060, 061, 079, 085, 086, 089, 094, 095, 113, 114, 115, 120, 134, 141, 142, 151, 152, 200, 247, 251, 281, 285, 287, 290 CIS-040, 047, 051, 054, 055, 056, 058, 068, 088, 090, 092, 093, 094, 099, 101, 160 COS-060 EDU-103	ITT-046, 047
12	WALK, LORI		1997 12 01	Business & Technology	All - IDOT Quality Management Training Program All CET- courses	CAD-056, 057 TEC-040, 043, 045
13	DOWNS, DANIELLE		1998 07 01	Academic Support	Academic Support – Financial Aid	
14	TURNBULL, DAVID	1998 06 08	1998 08 24	Math & Science	All BIO- courses	ADN-061 MAT-005, 006, 009
15	GREIDER, MATT	1999 06 14	1999 08 20	Social Science & Education	All HIS- courses All SOS- courses	All RDG- courses All SFS- courses

	NAME	BOARD HIRE YR MO DA (APPROVAL ORDER)	EMPLOY DATE YR MO DA	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
16	NEWELL, ROBERT	1999 07 12	1999 08 20	Humanities & Communication	All ENG- courses (excluding ENG-110, 111, & 112) All HUM- courses All LIT- courses	All INS- courses All RDG- courses STA- SFS courses
17	DAVISON, ANGELA	1999 08 09	1999 08 20	Business & Technology	BUS-085, 086, 094, 095, 113, 114, 115, 120, 134, 141, 142, 151, 152, 200, 247, 251, 281, 285, 287, 290 CIS-040, 049, 054, 055, 056, 060, 062, 063, 065, 068, 071, 074, 083, 093, 094, 095, 099, 101, 156, 160, 162, 164 ITT-044, 045	
18	LEBOLD, JON		1999 09 22	Business & Technology	BUS-079, 089, 094, 113, 114, 115, 120, 134, 141, 142, 151, 152, 200, 247, 251, 281, 285, 287, 290 CIS-040, 054, 055, 056, 068, 071, 093, 094, 101, 160 ITT-076, ITT-072	SFS-101 ITT-042
19	BLASER, TARA		2000 01 07	Humanities & Communication	All ENG- courses All HUM- courses All LIT- courses All PHI- courses	All INS- courses All RDG courses STA- courses SFS courses
20	JARRELL, CHARLES		2000 03 15	Social Science & Education	All EDU- courses ECE-102	All SFS- courses All RDG- courses SOS-050
21	DOTY, SUZETT	2000 05 08	2000 08 23	Math & Science	All BIO- courses	
22	MOORE, TINA		2001 01 16	Academic Support	Academic Support – Career Services INS-099, 200	SFS-101 CIS-074
23	HUNZINGER, BRENDA	2001 03 12 (1)	2001 08 22	Math & Science	All BIO- courses	
24	JOHNSON, DAVID	2001 03 12 (2)	2001 08 22	Social Science & Education	HED- 178, 179, 185, 200 All PED- courses	ECE-102 All INS- courses All SFS- courses

	NAME	BOARD HIRE YR MO DA (APPROVAL ORDER)	EMPLOY DATE YR MO DA	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
25	MADLEM, BRIAN	2002 04 08 (1)	2002 08 22	Business & Technology	All AUT- courses except AUT-049 TEC-048	
26	JONES, BAMBI	2002 04 08 (2)	2002 08 22	Math & Science	All MAT- courses	BUS-281 TEC-050, 052, 054, 056 APT-041, 042, 043
27	DAL PONTE, MARC	2002 04 08 (3)	2002 08 22	Math & Science	All BIO- courses	HED-102
28	CAPITOSTI, GREGORY	2002 04 08 (4)	2002 08 22	Math & Science	All CHM- courses	
29	CARPENTER, JOHN	2002 08 12 (1)	2002 08 22	Business & Technology	BUS-056, 057, 074, 076, 078, 079, 085, 086, 089, 090, 091, 092, 094, 095, 113, 114, 115, 120, 134, 141, 142, 151, 152, 200, 247, 251, 281, 285, 287, 290 CIS-040, 054, 055, 056, 068, 093, 094, 160	
30	RITCHEY, EVA	2002 08 12 (2)	2002 08 22	Humanities & Communication	COM-courses HUM courses	All INS- courses All RDG- courses SFS-courses STA-
31	BURRELL, KRISTA		2003 01 10	Academic Support	Academic Support – Counseling All SFS- courses INS-099	All PSY- All SOS- All RDG- courses INS-200
32	EARP, LISA		2003 07 15	Business & Technology	BUS-060, 061, 063, 079, 081, 083, 084, 085, 086, 089, 092, 094, 095, 099, 113, 114, 115, 120, 134, 141, 142, 151, 152, 200, 247, 251, 281, 285, 287, 290 CIS-040, 047, 054, 055, 056, 058, 068, 071, 088, 090, 092, 093, 094, 101, 160 CRT-067, 068, 083, 084, 085 COS-061	SFS-101
33	PORTER, CASSANDRA		2006 01 09	Allied Health	All ADN- courses All PNC- courses	All AHE- courses except 047, 048 All MAP- courses

	NAME	BOARD HIRE YR MO DA (APPROVAL ORDER)	EMPLOY DATE YR MO DA	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
34	GOAD, TISHA		2006 04 24	Allied Health	All ADN- courses All PNC- courses	All AHE- courses except 047, 048 All MAP- courses
35	NOHREN, HEATHER	2006 04 10	2006 08 21	Academic Support	Academic Support – Counseling All SFS- courses INS-099	
36	POWERS, GREGORY	2006 06 12	2006 08 21	Humanities & Communication	COM-courses	All INS- courses All RDG- courses STA- HUM courses
37	BARKLEY, DYKE	2006 07 17	2006 08 21	Agriculture	All HRT- courses All AGR - courses	STA-200
38	THOMAS, EDWARD	2007 07 09	2007 08 20	Humanities & Communication	All COM- courses All HUM- courses	RDG- courses SFS- courses BUS- courses under 100 INS courses STA courses
39	SWINGLER, ERIN	2007 12 10	2008 01 11	Allied Health	All ADN- courses All PNC- courses	AHE- courses All MAP- courses HED-290
40	HARDIEK, KARLA	2008 05 12 (1)	2008 08 22	Allied Health	All ADN- courses All PNC- courses	All AHE- courses except 047, 048 All MAP- courses
41	JONES, NICHOLE	2008 05 12 (2)	2008 08 22	Allied Health	All ADN- courses All PNC- courses	All AHE- courses except 047, 048 All MAP- courses
42	DAVIS, KIMBERLY	2008 05 12 (3)	2008 08 22	Social Science & Education	EDU-100, 190, 200, 210	SFS-101

	NAME	BOARD HIRE YR MO DA (APPROVAL ORDER)	EMPLOY DATE YR MO DA	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
43	BENNETT, JUDY	2009 05 11	2009 08 24	Humanities & Communication	ENG-005, 007, 050, 095 All RDG- courses	All IEL- courses STA- courses
44	LOTZ, KATIE	2009 07 13	2009 08 24	Social Science & Education	ECO-130, 231, 232	SFS-101, 102
45	HARTRICH, ELIZABETH	2010 06 14	2010 08 20	Allied Health	All DHY- courses	AHE-041, 042, 045, 051 SFS-101, 103
46	NEU, RUSSELL	2010 07 12	2010 08 20	Agriculture	All JDA- courses	
47	MILLER, NATHAN	2011 01 10	2011 01 03	Vandalia Correctional Center	ATO-040 COC-051, 052, 053, 054, 055, 056, 058, 060	
48	ORRICK, SAMUEL RYAN	2011 03 14	2011 08 19	Agriculture	All SOE sections in AGR- AGR-060, 206, 095, 096, 098, 063, 065, 067, 071	AGR-040, 046, 049, 064, 070, 111, 112, 120, 131,132, 133, 151
49	COHAN, MICHAEL BEN	2011 05 09	2011 08 19	Humanities & Communication	All ART- courses HUM- courses	All INS- courses All RDG- courses STA- SFS courses
50	NOHREN, MARIA	2011 06 13	2011 08 19	Allied Health	All ADN- courses All PNC- courses	All AHE- courses except 047, 048 All MAP- courses
51	REYNOLDS, CASEY	2011 08 15	2011 08 19	Humanities & Communication	FLG-140, 141, 240, 241 All ENG- courses (excluding ENG-110, 111, & 112) All LIT- courses All HUM- Courses	All INS- courses All RDG- courses STA- SFS courses

	NAME	BOARD HIRE YR MO DA (APPROVAL ORDER)	EMPLOY DATE YR MO DA	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
52	VEACH-WATSON, TARA	2012 05 14 (1)	2012 08 21	Humanities & Communication	All ENG- courses (excluding ENG-110, 111, & 112) All HUM- courses All LIT- courses	All INS- courses All RDG- courses STA- SFS courses
53	KITTEN, LEO	2012 05 14 (2)	2012 08 21	Business & Technology	All CAD- courses All CIM- courses	TEC-049, 051, 055, 060, 080
54	HOOD, SHANNON	2013 08 12 (1)	2013 08 22	Allied Health	All ADN- courses All PNC- courses	All AHE- courses except 047, 048 All MAP- courses
55	HILL, SARAH	2013 08 12 (2)	2013 08 22	Academic Support	Academic Support – Library All LIB- courses	All EDU- courses All RDG- courses SFS-101
56	BRIGHT, ANDREA	2013 10 13 (1)	2014 03 01	Academic Support	Academic Support – Counseling All SFS- courses INS-099, 299	RDG-007, 009, 050 SOS-050
57	MELTON, JENNIFER	2013 10 13 (2)	2014 03 01	Academic Support	Academic Support – Counseling All SFS- courses INS-099	SOS-050
58	REINHART, ANTHONY "WOODY"	2014 05 12	2014 06 09	Agriculture	AGR-041, 042, 043, 044, 046, 080, 083, 086, 087, 088, 089, 090, 091, 092, 094, 097, 111, 151 All AGR- Courses within Ag Power and Tech Program	
59	MILLER, CLAIRE	2014 08 11 (1)	2014 08 22	Math & Science	All CHM- courses	
60	GAINES, ANDREW	2014 08 11 (2)	2014 08 22	Social Science & Education	All PSY- courses All SFS- courses INS-200, 299 SOS-050	

	NAME	BOARD HIRE YR MO DA (APPROVAL ORDER)	EMPLOY DATE YR MO DA	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
61	WILDMAN, RYAN	2015 04 13	2015 08 24	Agriculture	All SOE sections in AGR AGR-040, 122, 131, 134, 207, 120, 121, 123, 124, 201	AGR-014, 046, 049, 095, 096, 098, 111, 112, 132, 133, 151
62	SMITHENRY, KIMBERLY	2015 05 11 (1)	2015 08 24	Allied Health	All ADN- courses All PNC- courses	AHE- courses except 047, 048 All MAP- courses
63	PARRISH, KATIE	2015 05 11 (2)	2015 08 24	Social Science & Education	All SOC- courses All SOS- courses	ANT-200
64	ALLEN, DANIEL	2015 06 08 (1)	2015 08 24	Math & Science	All PHY- courses	ESC-100, ESC-102
65	NASSERIPOUR, RAKHSHA	2015 06 08 (2)	2015 08 24	Math & Science	All PHY- courses	
66	FULK, JOSHUA	2015 08 10	2015 08 24	Business & Technology	All CET- courses BCT-064 CAD-052 TEC-045	AGR-151 CAD-056 APT-042
67	ULM, TANILLE	2017 07 10	2017 08 18	Social Science & Education	All ECE- courses All EDU- courses INS-299, SOS-050	All RDG- courses SFS-101
68	YESKE, MOLLY	2017 08 14	2017 08 18	Allied Health	All MAP-070, 072, 074, 076, 078, 080, 082, 084, 086, 088, 090, 092, 094, 096, 098, 099	Non-Broadcast COM courses
69	UPHOFF, BEULAH	2017 11 13	2018 01 05	Allied Health	AHE-040, 040C	All AHE- courses except 047, 048 All MAP- courses
70	FLOWERS, TIMOTHY	2018 01 8	2018 01 02	Vandalia Correctional Center	ATO-040 HRT-040, 041, 042, 043, 044, 047, 048, 050	
71	RINCKER, LAURIE	2018 05 14	2018 08 17	Math & Science	All BIO- courses	INS-200

	NAME	BOARD HIRE YR MO DA (APPROVAL ORDER)	EMPLOY DATE YR MO DA	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
72	DAILEY, MADISON	2018 07 16	2018 08 17	Social Science & Education	All HED- courses except HED-102 SOS-050, 052 All HSP- courses except HSP-065, 101	INS-299 PSY-274, 279
73	CHAMBERS, DAVID	2019 05 13	2019 06 03	Social Science & Education	All CJS- courses	
74	WILDER, HAYDEN	2019 03 11	2019 08 16	Agriculture	All AGR-200 and below AGR-206	
75	HARLEY, SARAH	2019 04 08	2019 08 16	Math & Science	All MAT- courses	APT-041, 042, 043 BUS-281 CIS-162 TEC-050, 052, 054, 056
76	HASKENHERM, TARA	2019 06 10	2019 08 16	Allied Health	All ADN- courses All PNC- courses	All AHE- courses except 047, 048 All MAP- courses
77	MARLER, KRISTINE	2020 07 13	2020 08 21	Business & Technology	All COS- courses All EST- courses	
78	BYERS, JESSICA	2020 08 10 (1)	2020 08 21	Allied Health	All ADN- courses All PNC- courses	All AHE- courses except 047, 048 All MAP- courses
79	WORKMAN, BETHANY	2020 08 10 (2)	2020 08 21	Allied Health	All ADN- courses All PNC- courses	All AHE- courses except 047, 048 All MAP- courses
80	CURRY, BRENT	2020 11 09	2021 01 08	Agriculture	JDA-041, 042, 043, 048, 051, 054, 059, 086, 113 TEC-048 AGR-059	
81	MARLAR, CODY	2021 05 10	2021 08 13	Math & Science	All MAT- courses	APT-041, 042, 043 BUS-281 TEC-050, 052, 054, 056
82	BLOEMER, KATELYN	2021 07 12	2021 08 20	Allied Health	All ADN- courses All PNC- courses	All AHE- courses except 047, 048 All MAP- courses
83	NIEBRUGGE, AMBER	2021 08 09	2021 08 20	Social Science & Education	All PSY- courses INS-099 SFS-101	

	NAME	BOARD HIRE YR MO DA (APPROVAL ORDER)	EMPLOY DATE YR MO DA	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
84	SHUMARD-SHELTON, LISA	2021 10 11	2021 10 25	Academic Support	Academic Support – Student Life	PED-143 COM-111 ENG-098
85	LASH, LARA	2022 07 11	2022 08 19	Allied Health	All ADN- courses All PNC- courses	AHE- courses except 047, 048 All MAP- courses
86	HOENES, JOSEPH	2022 12 12 (1)	2023 01 06	Business & Technology	WEL-047, 048, 055 IND-042 All HVC- courses TEC-059	
87	MOLZEN, KARA	2022 12 12 (2)	2023 01 06	Allied Health	All DHY- courses	AHE-041, 042, 045, 051
88	NIEMERG, KELLIE	2022 12 12 (3)	2023 01 06	Academic Support	Academic Support – Counseling All SFS- courses	
89	HUDDLESTON, LACY	2022 12 12 (4)	2023 01 06	Allied Health	All DHY- courses	AHE-041, 042, 045, 051 SFS-101, 103
90	WRIGHT, SARAH	2023 05 08 (1)	2023 08 18	Business & Technology	All MCS- courses CIS-058 BUS-061, 063, 084, 085, 095, 099, 114, 115	
91	KESSLER, CHRISTIAN	2023 05 08 (2)	2023 08 18	Agriculture	All AGR- courses	
92	SUMITRO, RICHARD	2023 05 08 (3)	2023 08 18	Math & Science	All MAT- courses	APT-041, 042, 043 BUS-281 TEC-050, 052, 054, 056
93	PALMER, JESSIE	2023 06 12 (1)	2023 08 18	Allied Health	All PTA- courses	AHE-041, 042, 045, 051 MAS-058, 060, 067, 070
94	RICKEY, CONSTANCE	2023 06 12 (2)	2023 08 18	Allied Health	All ADN- courses All PNC- courses	AHE- courses except 047, 048 All MAP- courses
95	COUGILL, ANDREW	2023 07 10 (1)	2023 08 18	Academic Support	Academic Support – Library      tec All LIB - Courses	All HIS- courses

	NAME	BOARD HIRE YR MO DA (APPROVAL ORDER)	EMPLOY DATE YR MO DA	DIVISION	PRIMARY TEACHING ASSIGNMENT(S)	SECONDARY COURSES QUALIFIED TO TEACH
96	CROWDER, JAMES	2023 07 10 (2)	2023 08 18	Business & Technology	All WEL- courses IND-062	
97	HOENE, KURT	2023 08 14	2023 08 18	Business & Technology	All BCT- courses CAD-052, 056 All CET- courses TEC-040, 043, 045, 048, 050, 052, 054, 056, 057, 059, 060, 080	
98	HASKETT, ELLIE	2023 11 12	2024 01 05	Academic Support	Academic Support – Counseling All SFS- courses	
99	SMITH, LOGAN	2024 03 11	2024 08 16	Allied Health	All DHY courses	AHE-041, 042, 045, 051
100	WALK, AARON	2024 05 13	2024 5 28	Academic Support	Academic Support – Counseling All SFS- courses	POS- courses HIS- courses
101	HARLEY, SCOTT	2024 06 10 (1)	2024 08 16	Agriculture	AGR-090 JDA-041, 042, 043, 050, 071, 072, 080, 082, 111	
102	ROBISON, WALTER "ROB"	2024 06 10 (2)	2024 08 16	Business & Technology	All IND- courses EET-086, 087, 075 TEC-040, 048, 043 MET-043	
103	LUCHT, SARAH	2024 08 12	2024 08 16	Humanities & Communication	All COM- courses	HUM- courses RDG- courses STA- courses SFS- courses INS- courses
104	MAYHAUS, DANIELLE	2024 11 11 (1)	2025 01 10	Allied Health	All ADN- courses All PNC- courses	All AHE- courses except 047, 048 All MAP- courses
105	PANFUL, BENJAMIN	2024 11 11 (2)	2025 01 10	Business & Technology	CIS-060, 074, 099, 156, 049, 051, 073, 079, 081, 083, 095, 162 ITT-070, 071	
106	HINDS, KAMBRI	2024 12 09	2025 01 10	Business & Technology	All COS- courses All EST- courses	

# Lake Land College Board of Trustees



RESOLUTION NUMBER: 0125-016

DATE: 1-13-25

## ***RESOLUTION TO TRANSFER FUNDS TO THE DESIGNATED INSURANCE FUND BALANCE***

**WHEREAS**, Lake Land College has established a designated insurance fund balance to record excess and shortfalls in our insurance spend throughout the year; and

**WHEREAS**, the funds may be transferred by authority of the Board of Trustees between the designated fund balance and the general fund; and

**WHEREAS**, the administration has proposed use of these funds to offset shortfalls in insurance premiums or to save excesses for future insurance needs.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Trustees of Community College District No. 517, Counties of Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie, and Shelby, and the State of Illinois, directs the Treasurer to transfer insurance funds between Fund 01 Education Fund and the designated insurance fund balance to remunerate expenditures by authority under the Illinois Public Community College Act, Section 805/3-33.

**ADOPTED** this 13<sup>th</sup> day of January, 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 Transfer Funds to the Designated Insurance Fund Balance 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 13<sup>th</sup> day of January, 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 13<sup>th</sup> day of January, 2025.

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Secretary, Board of Trustees

# 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 FY25 John Ullrich Foundation Grant Award  
Date: December 16, 2024

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I am excited to inform you that Lake Land College has been awarded a grant from the John Ullrich Foundation. As in previous years, the Foundation requests that the College refrain from publicizing this grant and disclosing the amount of funding received. In addition, please note that in order to comply with the Foundation's confidentiality guidelines, references to dollar amounts have been removed from the attached award letter, and the authority to issue a press release on this award rests solely with the John Ullrich Foundation.

In FY25, the Ullrich Foundation will provide individual scholarships to support agricultural students from Coles, Douglas, Macon, Moultrie and Piatt counties. Additional grant funds will be used to support instructional supplies and materials including, but not limited to, replacement hand tools for student boxes, a drone camera, a hydraulic flow meter, and a tissue sampler.

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

# MEMO

**TO:** Board of Trustees  
Dr. Josh Bullock, President

**FROM:** Dustha Wahls, Director of Human Resources

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

**DATE:** November 11, 2024

**RE:** Proposed Revisions to Board Policy 05.04.09 – *Leave for Jury Duty or Court Attendance*

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In order to clarify the intent of the policy, we are seeking to modify the policy to indicate it is applicable for full-time employees. In addition, in instances where we would not be renumeration payment to the full-time employee, they would have the option to utilize any existing vacation or personal time they might have.

**Recommended motion:** Approve as presented the recommended updates to Board Policy 05.04.09 – *Leave for Jury Duty or Court Attendance*.

## Leave for Jury Duty or Court Attendance

Full-time ~~E~~mployees who are summoned to court to perform jury duty shall be granted leave with pay. Full-time ~~E~~mployees who are subpoenaed to attend court or board hearings to testify in matters in which they have no personal or monetary interest shall be granted leave with pay. Any remuneration received for jury duty or for testifying before a court or a board shall be refunded to the college, excluding mileage. Employees who attend court as parties to lawsuits or who have a personal or monetary interest therein will be granted leave without pay unless personal or vacation benefits are utilized. In any case, leave for jury duty shall not be charged to sick leave. Employees are expected to report to their work assignment during a normal work day when their presence is not required in the court.

For Lake Land College employees at correctional or youth centers, when there is a conflict, the Department of Corrections or Department of Juvenile Justice contract(s) shall prevail.

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Adopted November 9, 1998  
Revised July 14, 2003  
Revised February 12, 2018

# MEMO

TO: Dr. Jonathan Bullock, President  
FROM: Dr. Ike Nwosu, Vice President of Academic Services  
CC:  
DATE: January 7, 2025  
RE: Update to Board Policies 06. 24 - *Attendance in the Classroom* & 07.39 – *Student Call to Military Duty*

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In compliance with legislation HB 5655 - National Guard/Reserve Classwork Policy and now Public Act 103-0871 that went into effect 1<sup>st</sup> of January, 2025, the governing board of each public institution of higher education is required to adopt a policy to allow a student who is a member of the National Guard to submit classwork and complete any other class assignments missed due to the student participating in a drill or other military obligation required as a member of the National Guard or the reserve component.

Please find attached the proposed revision to update Policy 06. 24 - Attendance in the Classroom. To ensure compliance with legislative requirements, the proposed revision affirms how the College will provide reasonable accommodations to support affected students while requiring advance or timely notice of military obligations.

In recognition of the above update, we wish to update and align Policy 07. 39 – Student Call to Military Duty. Please find attached the proposed revision to update the policy. To ensure compliance with legislative requirements, the proposed revision affirms the affected students rights to reasonable fair accommodations and references the updated Policy 06.24.

Adopting these proposed changes allows for the two policies to operate congruently. I therefore respectfully request that the Board of Trustees waive the first reading and approve the revision to these policies.

Recommended motions:

1. To approve effective immediately the proposed revision to Policy 06.24 - Attendance in the Classroom, as presented, to ensure compliance with legislative requirements. The revision clarifies the College's commitment to providing reasonable accommodations for affected students while requiring advance or timely notice of military obligations.

2. To approve effective immediately the proposed revision to Policy 07.39 – Student Call to Military Duty, as presented. The revision ensures compliance with legislative requirements by affirming affected students' rights to fair and reasonable accommodations

## Attendance in the Classroom

Because regular, punctual classroom attendance is considered important for quality performance and success, students are expected to punctually attend all meetings of classes in which they are enrolled. Instructors or divisions have the prerogative to determine minimum requirements; oftentimes these requirements are determined by accrediting and credential-granting agencies. Instructors also have the prerogative of lowering grades for unexcused absences. Because the Illinois Community College Board requires instructors to certify the attendance of students at mid-term, an instructor may withdraw a student from class if the number of absences is detrimental to their ability to meet the course objectives. In case of absence, students should notify each of their instructors. In case of prolonged absence because of illness, accident, or hospitalization for which students are not able to notify instructors, they may notify College Health Services who will then notify their instructors. Students who are seeking attendance accommodations in accordance with Title IX, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act, may be required to submit medical certification in order for the absence to be excused.

[To honor the service and obligations of students serving in the National Guard or a reserve component of the US. Armed Forces, the college ensures that these students can complete class assignments, coursework, exams, and in-class activities missed due to mandatory military duties without academic penalty. Fair and reasonable accommodations will be provided to maintain academic integrity while supporting the student's educational and career goals.](#)

[Students must provide their instructors and the Admissions and Records Office/Veteran Services Office with advance written notice of their military obligations, including drill schedules, training periods, or other mandatory activities. In cases of unscheduled or emergency obligations, students should notify the college as soon as reasonably possible.](#)

Student absences for the purpose of attending regular National Guard or military reserve unit activities, volunteer emergency worker duty, and jury duty will be considered excused absences upon submission of appropriate

documentation to the course instructor.

Lake Land College will reasonably accommodate student absences for religious observances in accordance with the University Religious Observations Act (110 ILCS 110/1 and 110/1.5) in regards to admissions, class attendance and the scheduling of examinations and work requirements. Students faced with schedule conflicts related to religious observances should make prior arrangements with instructors at least ten (10) calendar days in advance of the examination or other activity involved. A student who believes that they have been unreasonably denied an educational benefit due to their religious beliefs or practices may appeal the decision in accordance with the College's Student Complaint Procedures.

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Adopted November 9, 1998  
Revised March 11, 2013  
Revised June 8, 2015  
Revised December 9, 2019  
[Revised January 13, 2025](#)

## Student Call to Military Duty

Lake Land College students who are called to active duty in the armed forces will, upon their request, be given a one hundred percent (100%) refund of tuition and fees for the current term if they provide the Admissions and Records Office with (1) a written request to be dropped from classes at 100% refund and (2) a copy of their official orders for a call to active duty. If the call to active duty comes after mid-term, the student may (1) request to be ~~withdrawn-dropped~~ from classes at 100% refund, (2) try to complete classes in progress after consulting with the instructors, ~~or~~ (3) [request reasonable accommodations from instructors to continue the semester in accordance with Board Policy 06.24 - Attendance in the Classroom, or](#) (4) request incomplete grades ("I") in accordance with Board Policy 07.17.01 – Incomplete Grade.

Any request must be submitted prior to the end of the term in which the student is called to active duty.

# MEMO

TO: Dr. Josh Bullock, President

FROM: John Woodruff, Vice President for Business Services

CC:

DATE: January 7, 2025

RE: Surplus Item(s)

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Related to the ongoing operations of the college and in addition to the various capital projects, we're respectively asking the Board to surplus the following item(s):

- **Planmeca ProOne Panoramic Dental X-Ray Machine** (Serial # PRO0752957) – This panoramic dental X-ray machine and related software/printer were donated to the college and are no longer utilized by the dental program. This is old technology/equipment.
- **Planmeca Intra Traditional Dental X-Ray (Serial # ITHC74115)** – This traditional dental X-ray machine was also donated to the college and is no longer being utilized based on the age of the technology/equipment.

As with past surplus items/equipment, we will seek the best financial route to follow in disposing of these item(s). Those options could include donation to local school districts/charitable (501C3) organizations and/or sales to individuals, auction house consignment, and/or wholesale purchasers. In the case of electronic equipment that has no value, we will e-recycle.

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

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

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

Dragovan, Nate	1/2/25-3/27/25
Rickey, Constance	3/28/25-6/20/25
Williams, Tiffany	12/4/24-Intermittent
Winkleman, Christine	9/1/24-5/31/25 Intermittent
Winkleman, Jason	9/1/24-5/31/25 Intermittent

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

Winson, Diana	12/3/24-2/2/25
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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>		
Kasera, Noella	Student Services Intern	12/12/24
	Primary Position Bookstore Rush Worker	
Musonda, Mulowa	Student Services Intern	10/10/24
	Primary Position Newspaper Ed Student News	
Olenge, Joseph	College Work-Study	1/6/25
	Primary Position International Stu Ambassador	
Tawdros, Nermin	Adjunct Faculty Business Division	1/13/25
	Primary Position Data Analyst & Assessment	

**End Additional Appointments**

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

	<b>Position</b>	<b>Effective Date</b>
<b>Part-time</b>		
Considine, Kerry	Community Learning Instructor	4/24/24
Dal Pozzo, Thomas	Adjunct Faculty Allied Health Division Sub	10/30/22
Huston, Ruby	Community Learning Instructor	2/18/24
Moore, Tina	Community Learning Instructor	2/27/24

**New Hire-Employees**

**The following employees are recommended for hire**

	<b>Position</b>	<b>Effective Date</b>
<b>Unpaid Volunteer</b>		
Parker, Lisa	Dual Credit Instructor	12/9/24
Smedley, Stacy	Dual Credit Instructor	12/9/2024
<b>Full-time</b>		
Allsop, Lesa	Apprenticeship Coordinator	3/10/25

**Full-time Grant Funded**

Wood, April	Correctional Office Assistant	12/9/2024
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**Part-time**

Bushue, Kate	Head Men & Women's Cross Country Coach	1/2/25
Flach, Rachel	Bookstore Rush Worker	12/9/24
Haarmann, Jamie	Adjunct Faculty Allied Health Division	1/13/25
Manisa, Benjamin	Student Services Intern	12/3/24
Meseke, Lori	Adjunct Faculty Business Division	1/13/25
Ramert, Halle	Allied Health BNA Clinical Instructor (hourly)	1/13/25
Seaton, Kurt	Adjunct Faculty Technology Division	1/13/25
Spitz, Jacob	Basketball Scorers/Timers	12/13/24
Zuber, Vanessa	Bookstore Rush Worker	1/2/25

**Terminations/Resignations****The following employees are terminating employment**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time</b>		
Branson, Gary	Kluthe Site Technician (Retired)	12/31/24
Hamilton, Eric	Institutional Equipment Tech (Retired)	12/31/24

**Part-time**

Bahney, Ethan	Bookstore Rush Worker	6/20/24
Banton, Andrea	Community Learning Instructor	3/23/24
Bok, Grace	Perkins Student Worker	4/26/24
Elliott, Audrey	Agriculture Education Intern	6/21/24
Ferris, Sara	Community Learning Instructor	3/23/24
Foreman, Kay	Allied Health PTA Clinical Instructor (hourly)	4/30/24
Gonzalez, Adriana	Special Needs Note Taker	5/7/24
Heider, John	Community Learning Instructor	5/18/24
Hughes, Maisy	Marketing and Public Relations Intern	5/15/24
Knerr, Alexis	Agriculture Education Intern	6/21/24
Kocher, Kylie	Agriculture Education Intern	6/21/24
Lane, Emma	Agriculture Education Intern	6/21/24
Nickles, Jonika	Agriculture Education Intern	6/21/24
Pritchard, Ava	Agriculture Education Intern	6/21/24
Putnam, Karley	Agriculture Education Intern	6/21/24
Schertz, Jacqueline	Agriculture Education Intern	3/28/24
Therault, Emma	Perkins Student Worker	5/9/24

**Transfers/Promotions****The following employees are recommended for a change in position**

	<b>Position</b>	<b>Effective Date</b>
<b>Full-time - Grant Funded</b>		
Hawkins, Anna	Correctional Commercial Cooking Instructor Transferring from Correctional Office Asst - Decatur	12/9/24