

# MEMO

TO: Board of Trustees

FROM: Dr. Jonathan Bullock, President

CC:

DATE: March 30, 2026

RE: Resolution for Appointment of Treasurer

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The Board of Trustees is authorized by the Public Community College Act (the "Act") to oversee the financial affairs of the College and to appoint a College Treasurer, the faithful discharge of whose duties shall be secured by a surety bond(s) in accordance with Sections 3-18 and 3-19 of the Act, 110 ILCS 805/3-18 and -/3-19; and as part of the Annual Organization Meeting the Board has the need to appoint the College Treasurer.

**Recommended motion:** Approve as presented resolution 0426-008 – Resolution for appointment of treasurer.

Attachment

# Lake Land College Board of Trustees



RESOLUTION NUMBER: 0426-008

DATE: April 13, 2026

## RESOLUTION FOR APPOINTMENT OF TREASURER

**WHEREAS**, the Board of Trustees of Lake Land College, Community College District No. 517 (the "College") is authorized by the Public Community College Act (the "Act") to oversee the financial affairs of the College and to appoint a College Treasurer, the faithful discharge of whose duties shall be secured by a surety bond(s) in accordance with Sections 3-18 and 3-19 of the Act, 110 ILCS 805/3-18 and -/3-19; and

**WHEREAS**, in July 2024 the Board appointed Mr. John Woodruff, Vice President for Business Services, as Treasurer, and approved related surety bonds; and

**WHEREAS**, as part of the Annual Organization Meeting the Board has the need to appoint the College Treasurer; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Community College District No. 517, Counties of Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby, State of Illinois (the "Board") as follows:

**Section 1.** The Board hereby appoints Mr. John Woodruff to continue serving as Treasurer at the pleasure of the Board for no additional compensation.

**Section 2.** This Resolution shall take effect immediately upon passage.

**ADOPTED** this 13th day of April, 2026 by the following vote:

AYES:

NAYS:

ABSENT:

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

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

Chair

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

Secretary

## SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution for Appointment of Treasurer is a true, correct and complete copy of that Resolution as adopted by the Board of Trustees of the College District at a meeting held on the 13th day of April, 2026.

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 13th day of April, 2026.

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Secretary, Board of Trustees

# MEMO

TO: Board of Trustees

FROM: Dr. Jonathan Bullock, President

CC:

DATE: March 30, 2026

RE: Resolution for College Treasurer to Act as Fiscal Agent

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The Board of Trustees is authorized by the Public Community College Act (the "Act") to oversee the financial affairs of the College and has elected Mr. John Woodruff as Treasurer to oversee the business of the College as part of the Annual Organization Meeting the Board. The attached resolution outlines the responsibilities of Mr. Woodruff to act as the college's fiscal agent.

**Recommended motion:** Approve as presented resolution 0426-009 – Resolution for college treasurer to act as fiscal agent.

Attachment

# Lake Land College Board of Trustees



RESOLUTION NUMBER: 0426-009

DATE: April 13, 2026

## ***RESOLUTION FOR COLLEGE TREASURER TO ACT AS FISCAL AGENT***

**WHEREAS**, the Board of Trustees of Lake Land College, Community College District No. 517 (the "College") is authorized by the Illinois Public Community College Act to oversee the financial affairs of the College; and

**WHEREAS**, bank accounts are established in the name of the College for depositing and investing monies; and

**WHEREAS**, daily financial transactions are conducted to support the business needs of the College; and

**WHEREAS**, the Board of Trustees has elected Mr. John Woodruff as Treasurer to oversee the business of the College; and

**THEREFORE, BE IT RESOLVED** by the Board of Trustees of Community College District No. 517, Counties of Christian, Clark, Clay, Coles, Crawford, Cumberland, Douglas, Edgar, Effingham, Fayette, Jasper, Macon, Montgomery, Moultrie and Shelby, State of Illinois (the "Board") as follows:

**Section 1:** The Treasurer be authorized and directed to open bank accounts in the name of the College. Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit.

**Section 2:** The Treasurer be authorized and directed to borrow money on behalf and in the name of the College, sign, execute and deliver promissory notes or other evidences of indebtedness. The Treasurer be authorized and directed to endorse, assign, transfer, mortgage or pledge property now owned or hereafter acquired by the College as security for sums borrowed.

**Section 3:** The Treasurer and President sign all documents of promissory notes or other evidence of indebtedness.

**Section 4:** The Treasurer be authorized and directed to enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box on behalf and in the name of the College.

**ADOPTED** this 13<sup>th</sup> day of April, 2026 by the following vote:

AYES:

NAYS:

ABSENT:

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

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

Chair

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

Secretary

## SECRETARY'S CERTIFICATE

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

I do further certify that the foregoing Resolution for College Treasurer to Act as Fiscal Agent 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 April, 2026.

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 April, 2026.

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Secretary, Board of Trustees