

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
LINCOLN LAND COMMUNITY COLLEGE  
ILLINOIS COMMUNITY COLLEGE DISTRICT #526**

The regular meeting of the Board of Trustees of Lincoln Land Community College, Illinois Community College District #526 was held on Wednesday, February 26, 2025 at 5:30 p.m. in the Robert H. Stephens Room with Chairman Gates presiding.

**I. Preliminary Matters**

*A. Roll Call*

Members present were Dr. Davis, Mr. Fulgenzi, Mr. Gates, Mr. Holaway, Mr. Nicoll, and Mr. Rosenthal. Mr. Elmore was absent. Ms. Enz arrived during the meeting.

*B. Pledge of Allegiance*

*C. Adoption of Agenda of the February 26, 2025 Meeting*

**MOTION NO. 02-26-25-1:**

Dr. Davis moved to adopt the agenda of the February 26, 2025 meeting seconded by Mr. Holaway.

Chairman Gates called a voice vote, all members voted aye. PASSED

*D. Introductions and Recognitions - None*

*E. Hearing of Citizens – None*

## II. Consent Agenda

### MOTION NO. 02-26-25-2:

Mr. Fulgenzi moved to:

- approve the minutes of the regular meeting of January 21, 2025;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during January 2025 and ratify the January 31, 2025 Treasurer's Report;
- approve out of state travel;
- approve an agreement with Morrow Brothers Ford for the purchase of 2024 Ford F250, with a total price of \$63,868;
- approve a purchase order to Bob Ridings Ford for a 2025 Ford Transit-150 E1C van at the total cost of \$47,998 in accordance with the terms, conditions, and specifications of Invitation to Bid FY2025-10;
- approve a purchase order to Laerdal Medical Corporation for a Sim Baby at the total cost of \$51,604;
- approve the clinical site agreements with the Grove Health and Rehab Center, Memorial Health System, Sparc, Springfield Suites Rehab and Nursing, LLC, Trinity Rehab Mason City Area Nursing Home, Trinity Rehab – Rutledge Regency, Trinity Rehab – St. Clara's Manor, Trinity Rehab – Sunny Acres, Trinity Rehab – The Villas East and West and Trinity Rehab – Henry & Jane Vonderleith Living Center; approve Internship Affiliation Agreements with Sangamon County Probation and Court Services, Parks Place Child Care Center, Sangamon County Sheriff's Department and the Sangamon County State's Attorney; approve the Memorandum of Understanding with Black Rocket Productions and approve the contract with the Illinois Manufacturing Excellence Center;
- approve the five-year license maintenance contract for the EMS Campus scheduling system at a total cost of \$112,212.61;
- approve the one-year agreement for the Salesforce CRM system at a total cost of \$89,814.84;
- ratify the application for the Project Access grant in the amount of \$300,000;
- approve the base bid in the amount of \$253,385, alternate bid A2 in the amount of \$12,690, alternate bid B in the amount of \$12,750 from P.H. Broughton & Sons, Inc. and to establish a project contingency in the amount of \$27,900 for an aggregate amount of \$306,725 to complete the FY25 Parking Lot & Sidewalk Improvements at LLCC's Main Campus;
- and to approve the base bid in the amount of \$604,348 from Designed Roofing and to establish a project contingency in the amount of \$60,500 for an aggregate amount of \$664,848 to complete the Logan Hall Roof Replacement Project at LLCC's Main Campus.

Mr. Holaway seconded.

Chairman Gates called a voice vote, all members voted aye. PASSED

## III. Action Agenda

A. *Policies* - None

B. *Academic Services Division Items*

1. Sabbatical Leave Recommendation for 2025-2026

Samantha Reif, Professor of Geology, requests sabbatical leave for the spring 2026 semester. Professor Reif proposes to participate in an expedition to Antarctica to study the effects of climate change as well as the glaciology, oceanography, and the geology of the region. This project will allow her to build her knowledge and expertise in the area of climate change which she will use to impact not only her courses but also her involvement with efforts to provide educational experiences to the LLCC district's community. She intends to incorporate her experiences into her courses, workshops, and seminars that she offers to the larger LLCC community and in her volunteer work at the Illinois State Museum. This is a unique opportunity to witness the effects of climate change that cannot be replicated without a sabbatical opportunity.

**MOTION NO. 02-26-25-3:**

Dr. Davis moved to approve the sabbatical leave for Samantha Reif for Spring Semester 2026 seconded by Mr. Fulgenzi.

Chairman Gates called a voice vote, all members voted aye. PASSED

*C. Student Services Division Items – None*

*D. Administrative Services Division Items*

Ms. Enz arrived at 5:35 p.m.

**1. Master Plan 2024 Implementation – Approval of Project**

The Master Plan 2024 Implementation Project at the Main Campus project will include Short-Term Projects identified in the Master Plan 2024 report approved by the Board in July 2024. The project will consist of multiple phases to complete renovations and upgrades to both levels of Millennium Center, main level and lower level of Menard Hall, and main level of Sangamon Hall. The estimated project costs include all anticipated hard construction costs (including asbestos abatement where anticipated), contingencies, architectural/engineering fees, and furnishings/ equipment costs. The project will be funded with proceeds from the sale of the Taxable General Obligation Refunding Bonds, Series 2025A and General Obligation Bonds, Series 2025B authorized by the Board in January 2025.

**MOTION NO. 02-26-25-3:**

Mr. Rosenthal moved to approve the Master Plan 2024 Implementation Project at the Main Campus seconded by Mr. Holaway.

Upon roll call vote, those members voting aye were Dr. Davis, Ms. Enz, Mr. Fulgenzi, Mr. Gates, Mr. Holaway, Mr. Nicoll (advisory) and Mr. Rosenthal. PASSED

**2. Master Plan Implementation – Construction Management Services Recommendation**

The Master Plan 2024 Implementation Project consists of multiple phases to complete renovations and upgrades to both levels of Millennium Center, main level and lower level of Menard Hall, and main level of Sangamon Hall. Due to the complexity and duration of the project, we have determined there is a need for additional Construction Management services to streamline schedules, improve the bidding process and limit interruptions to college activities as much as possible. Due to the size of the project, The College decided to utilize the Request for Qualifications (RFQ) process in lieu of an amendment to the 2025 Master Service Agreement with O'Shea Builders approved in October 2024.

The Request for Qualifications (RFQ) process was reviewed with Attorney Rick Grenzbach and the RFQ for Construction Management Services was published in the Illinois Times on December 19, 2024. As a result of the RFQ, five proposals were received. The College, with assistance from Demonica Kemper Architects, reviewed the proposals and selected four companies for interviews.

After the four companies were interviewed, the College is recommending Harold O'Shea Builders, Inc., d/b/a O'Shea Builders (O'Shea), Springfield, IL. to provide Construction Management services for the Master Plan Implementation project. This recommendation is made after careful consideration of both our belief in O'Shea's ability to deliver the project the college desires along with preconstruction, construction staffing, CM fee and other cost considerations. O'Shea has proposed a fee of 2.5% based on bid results of each phase. The services for this project are outside the 2025 Master Service Agreement with O'Shea Builders and the CM fee is specific to Master Plan 2024 Implementation Project.

As the phased projects progress through bidding and construction, we will bring the (included but not limited to) costs following to the board for approval by phase:

- Bid results from subcontractors
- O'Shea preconstruction staffing services
- O'Shea direct supervision/overhead staffing costs
- O'Shea CM Fee at 2.5% of construction costs
- Reimbursables
- General Liability Construction Insurance costs

**MOTION NO. 02-26-25-4:**

Dr. Davis moved to accept the proposal from Harold O'Shea Builders, Inc., DBA O'Shea Builders (Oshea), Springfield IL to provide Construction Management services for the Master Plan Implementation Project at the Main Campus seconded by Ms. Enz.

Chairman Gates called a voice vote, all members voted aye. PASSED

**3. Master Plan Implementation – Selection of Architectural/Engineering Firm**

Demonica Kemper Architects (DKA), Chicago, IL, has agreed to provide design services for the Master Plan Implementation project. DKA completed a space utilization study and created Master Plan 2024 Report that reflects the College's current and future needs. This project will include Short-Term Projects identified in the Master Plan 2024 Report approved by the Board in July 2024. The project will consist of multiple phases to

complete renovations and upgrades to both levels of Millennium Center, main level and lower level of Menard Hall, and main level of Sangamon Hall.

DKA will be working with Berners Schober (BSA) to provide design, construction administration, and engineering services for this project. DKA is proposing a fee of \$2,445,922 to provide architectural and engineering services, which is within the fee structure range for a project of this scope and complexity.

Per the 50 ILCS 510 Local Government Professional Services Selection Act, A/E firms can continue to be awarded contracts without bidding/QBS (qualifications-based selection) as long as there is a satisfactory relationship between said firm and LLCC.

**MOTION NO. 02-26-25-5:**

Mr. Fulgenzi moved to accept the proposal from Demonica Kemper Architects in the amount of \$2,445,922 to provide design and engineering services for the Master Plan Implementation Project at the Main Campus seconded by Mr. Holaway.

Chairman Gates called a voice vote, all members voted aye. PASSED

**4. Intergovernmental Agreement with CMS at LLCC – Medical District**

Central Management Services leases office space at our Medical District location, which includes the operation of their testing center. The current agreement expires on February 28, 2025. This proposed agreement includes a 5.5% rent increase over the current rate and is for another five-year term. This agreement also includes 180-day early termination language for both parties. The specific terms of the new agreement are outlined below:

Square Footage Leased:	7,285
Rate per Square Foot:	\$13.45/square foot
Total Yearly Income:	\$97,983.24 per year
Term of Lease:	3/1/25-2/28/30
Utilities:	Included
Custodial Services:	Included

**MOTION NO. 02-26-25-6:**

Mr. Rosenthal moved to approve the Intergovernmental Agreement to rent space at LLCC – Medical District to the Department of Central Management Services based on the terms presented seconded by Mr. Holaway.

Upon roll call vote, Dr. Davis recused herself to avoid a conflict of interest. Those members voting aye were Ms. Enz, Mr. Fulgenzi, Mr. Gates, Mr. Holaway, Mr. Nicoll (advisory) and Mr. Rosenthal. PASSED

*E. Information Technology Items - None*

*F. Executive Division Items – None*

#### **IV. Information Items**

##### *A. Staff Reports*

1. Academic Services – None
2. Student Services – None
3. Administrative Services
  - a. Position Vacancies and Hires

The item has been updated.

- b. Construction Progress Update
  - c. Monthly Financial Report
4. Information Technology - None
5. Advancement Office – None
6. Executive Division
  - a. Review of Agenda Master Calendar

##### *B. President's Report*

17 Lincoln Land Community College Agriculture Club members recently competed at the Illinois Professional Agriculture Student (PAS) conference. Our Swine Specialist Team won first place overall, our Sheep Specialist Team placed third overall, and we had two Soil Specialist Teams – one placed first and the other placed third overall. We also had a number of individual awards. In total, 15 of our students earned top rankings to advance to the national competition, which will be held in March.

23 student athletes earned a 4.0 GPA during the fall 2024 semester. In addition, 32 earned a 3.5 or higher, and 23 earned a 3.0 or higher. With a combined GPA of 3.38, athletic programs set a new benchmark — reflecting our commitment to fostering both athletic and academic achievement.

LLCC's chapter of Phi Theta Kappa Honor Society recently completed all the requirements for Five Star Chapter status, the highest level of recognition, for the 12th year in a row. Requirements include participation of the chapter in regional events, student and advisor professional development, recruitment activities, and completion of two service projects — one to benefit the college and one to benefit the community. These projects are developed, planned, and implemented by chapter officers and members.

We hosted transfer fairs for our current students this week — the State University Transfer Day on February 24th and Private Illinois Colleges and Universities on February 25th. At the events, students could explore transfer opportunities for completing a bachelor's degree and get information on next steps from these institutions.

A Summer Internship and Job Fair was held for our students February 19<sup>th</sup>. It was an opportunity for students to network and learn more about opportunities this summer. 19 employers participated in the event – both private employers and representatives from the public sector, including the State of Illinois.

Students in Construction Occupations, Sangamon County MC3 Pre-Apprenticeship, and Highway Construction Careers had the opportunity to visit the Mid-America Carpenters Regional Council JATC Training Center in Pekin on February 5th. Students were given an informative walkthrough of the facility and an in-depth overview of the various apprenticeship programs offered.

In a new partnership between LLCC and Millikin University, LLCC associate degree graduates with a 2.0 cumulative GPA can be automatically accepted to Millikin and complete their bachelor's degree in two years with full-time enrollment, providing a plan of study and seamless transfer experience for students.

We hosted a College Now Information Session on Monday and are hosting another on March 3<sup>rd</sup> for current high school sophomores, juniors, and their parents/guardians to learn more about earning college credit while in high school. In the session Monday, there were 23 students in attendance, along with their family members – from Rochester, New Berlin, Pawnee, Glenwood, Auburn, Southeast and Lutheran High School.

We also held Workforce Institute Information Sessions in January and February. Prospective students spoke with instructors, learned about the training and career pathways for: Commercial Electrical & Industrial Maintenance, Construction Occupations, Diesel Technologies, Hospitality Management & Culinary Arts, and Welding.

We hosted the regional Academic Challenge early this month. Approximately 170 students from 11 area high schools competed. They compete as individuals and as teams – testing in their choice of two subjects from biology, chemistry, computer science, engineering graphics, English, mathematics, and physics. Two \$1,000 LLCC Foundation scholarships were awarded at the event.

In conjunction with the Capitol Area Career Center, we hosted the SkillsUSA regional competition at the Workforce Careers Center February 7<sup>th</sup>. More than 100 high school and college students competed in diesel, automotive technologies, and welding fabrication.

The annual Lincoln Lecture was held Feb. 12. The presentation was given by Christina Shutt, executive director of the Abraham Lincoln Presidential Library and Museum. She spoke on how politics, family and the war impacted Lincoln's life. Outreach Centers and Student Life also held various Lincoln-themed activities.

Throughout February, we've been holding activities for African American History Month. This year's theme is "African Americans and Labor: The Impact." Activities have included a kickoff event, "Spotlight on Agriculture" presentation, a film documentary about the

Pullman car porters, and today was the capstone event — African American Food and Vendor Day.

Homecoming was held last week. There were three days of fun activities including arcade basketball, pancake artists, voting for Homecoming Royals, and the men's basketball game vs. Rend Lake on Wednesday, and the women's basketball game vs. Kaskaskia on Thursday.

The Paul Simon Essay contest is currently open for students through 3 p.m. on March 21st. It is a statewide contest that provides an opportunity to win a \$500 scholarship by writing a 500-word essay on the topic "How My Community College Changed My Life." A local LLCC winner will be selected to advance to the statewide competition.

And some upcoming events include Campus Visit Day – March 3<sup>rd</sup>, Faculty Art Show in the Trutter Museum/Murray Gallery – March 3<sup>rd</sup> - April 3<sup>rd</sup>, Workforce Institute Showcase at LLCC-Jacksonville – March 19<sup>th</sup>, and we will host the Illinois Poet Laureate Angela Jackson for a presentation – March 20<sup>th</sup>.

Dr. Warren provided an update on proposed funding from the Governor per his state address.

#### *C. Report from Faculty Senate*

Mr. Eric Stachera, Senate Vice President, stated that Senate is interested in the status of the Belonging & Inclusivity group. He explained that faculty is searching for more funding for professional development opportunities, and deans are exploring voting for adjunct faculty in department matters.

#### *D. Report from Faculty Association - None*

#### *E. Report from Classified Staff – None*

#### *F. Report from Professional Staff - None*

#### *G. Report from Facilities Services Council - None*

#### *H. Chairman's Report - None*

#### *I. Secretary's Report*

Secretary Enz attended the ACCT National Legislative Summit in Washington DC where trustees from Illinois met with U.S. Senators Dick Durbin and Tammy Duckworth to discuss federal legislative priorities, including workforce Pell Grants and state issues including ICCTA's Baccalaureate initiative. ICCTA's next meeting will be held in Lisle and education opportunities will include the trustee roundtable and a seminar on the *State of DEI*.

#### *J. Foundation Report*

Ms. Sanders indicated that new playground equipment will soon be installed at the Child Development Center thanks to funding provided by donations from Ryan Levi, CEO of LRS.

*K. Other Board Members' Reports*

Trustee Rosenthal stated that he was recently appointed the chair of the Community College Caucus and will continue to advocate for funding for community colleges.

Trustee Rosenthal left the meeting.

Mr. Nicoll described the various recent activities of the Black Student Union, Games Club, Phi Theta Kappa, Student Life, Nursing Students, and the SGA.

**V. Strategic Discussion - None**

**VI. Executive Session**

**MOTION NO. 02-26-25-7:**

Dr. Davis moved to hold an executive session for the purpose of discussing personnel matters, faculty tenure and continuing employment and pending/imminent legal matters. Ms. Enz seconded.

Chairman Gates called a voice vote, all members voted aye. PASSED

**MOTION NO. 02-26-25-8:**

Trustee Fulgenzi moved to return to open session at 6:18 p.m. seconded by Trustee Davis.

All members voted aye. PASSED

**VII. Actions from Executive Session**

**MOTION NO. 02-26-25-9:**

Trustee Davis moved to approval all personnel matters, grant tenure (continuing status) for the 2025-2026 Academic Year to Ted Babin, Natasha Casey, Elizabeth Conrady, Meghan Deaver, Matthew Griffin, Chirstina Negley, Erin Shanle, Amy Strawn, Ryan Stringer, and Dallas Wright and to re-employ Taylor Brizendine, Casey Busboom, Kelly Clark, Marlena Constant, Dillon Cuthbert, Daniel Fleming, Brooke Greenwood, Rashida Kadiani, Kristin King, Kody Letterle, Michael Readenour, and Matthew Wiediger for the 2025-2026 Academic Year. And to approve the listing of faculty positions for the 2025-2026 academic year, seconded by Trustee Holaway.

Upon roll call vote, those members voting aye were Ms. Enz, Mr. Fulgenzi, Mr. Gates, Mr. Nicoll (advisory), and Mr. Holaway. PASSED

## **VIII. Adjournment**

There being no further business before the Board, the meeting was adjourned at 6:20 p.m.

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Chairman Gates

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Secretary Enz

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Personnel Matters

**DATE:** February 26, 2025

We recommend the following personnel actions:

**FACULTY**

## A. Retirement

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>DISCIPLINE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Tracy Kesinger	Professor	Nursing	12/31/2025

## B. Resignation

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>DISCIPLINE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Julie Brennan	Assistant Professor	Computer Science	02/21/2025
Ann Neilson	Assistant Professor	DMS	05/16/2025
Jeni Noble	Assistant Professor	Nursing	05/16/2025

**ADMINISTRATOR**

## A. Retirement

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>EFFECTIVE DATE</u></b>
Debra "Dee" Krueger	Director	LLCC, Taylorville	06/30/2025

**LEAVE OF ABSENCE**

- A. Request an unpaid leave of absence for Dareth "Chris" Branham, Truck Driver Training Specialist, with an approximate start and end date of 2/21/25 – 6/30/25.