

**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, March 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, Ms. Enz, Mr. Fulgenzi, Mr. Gates, Mr. Holaway, Mr. Nicoll, and Mr. Rosenthal.

**MOTION NO. 03-26-25-1:**

Mr. Fulgenzi moved to allow Mr. Elmore to join the meeting via phone. Ms. Enz seconded.

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

*B. Pledge of Allegiance*

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

**MOTION NO. 03-26-25-2:**

Mr. Rosenthal moved to adopt the agenda of the March 26, 2025 meeting seconded by Mr. Holaway.

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

*D. Introductions and Recognitions*

Diana Couch, Athletic Director introduced the women's basketball coach, Chad Jones. Coach Jones stated that our women's basketball team had an outstanding, record-setting season. They had a 34-3 record, were undefeated on their home court, and had a 16-game win streak. They won the Region 24 Championship on March 8<sup>th</sup> and advanced to the NJCAA Division 2 National Championships in Joplin, Missouri. The team finished 5<sup>th</sup> place in the national tournament. Coach Jones was named the NJCAA Central District Coach of the Year for the second consecutive year. Megan Harrell was named Mid-West Athletic Conference Player of the Year. And both Megan and Sam Lindhorst both earned a spot on the NJCAA 2025 Mid-West Athletic Conference women's basketball team.

Coach Jones also congratulated Assistant Coach, Gary Albert, and thanked him for his 17 years of coaching at the College.

*E. Hearing of Citizens – None*

**II. Consent Agenda**

**MOTION NO. 03-26-25-3:**

Mr. Fulgenzi moved to:

- approve the minutes of the regular meeting of February 26, 2025;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during February 2025 and ratify the February 28, 2025 Treasurer's Report;
- ratify out of state travel;
- approve out of state travel;
- approve a purchase order to Ultrasound Solutions Corp. for a refurbished ultrasound machine at the total cost of \$66,035 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2025-11;
- approve an agreement with Herman Miller for faculty office furniture with a total purchase price of \$125,000;
- approve the clinical site agreement with Sarah Bush Lincoln, the affiliation agreements with Etheridge Animal Hospital, Fairlane Diner, and H&R Block and the intergovernmental agreement with the Illinois Department of Corrections;
- approve the expenditure of \$58,075 to Johnson Controls for fire alarm system monitoring and servicing;
- approve the three-year lease with two optional one-year renewal periods with Giacomini Management Corporation for 36 parking spaces at LLCC-Medical District;
- ratify the grant application for the Aviation Maintenance Technical Workforce Development grant in the amount of \$996,955;
- approve the Welding Lab Expansion project at the Main Campus;
- approve combining the Jacksonville Storefront & Exterior Wayfinding, Security Alarm & Secure Access Upgrades Phase 2, Flooring Replacement at Litchfield, Office Upgrades in Sangamon Hall, Painting at Taylorville and Montgomery Hall, Ceiling Tile Replacement at Taylorville, Jacksonville Active Learning Classroom, and Litchfield Active Learning Classroom projects to create on project titled FY25 Small Projects;
- and approve the 2025 MSA Amendment #1 with O'Shea Builders in the amount of \$1,333,368.44 and to establish a project contingency in the amount of \$65,000 for an aggregate amount of \$1,398,368.44 to complete the FY25 Small Projects at Jacksonville, Litchfield, Taylorville, and Main Campus pending successful negotiation of deductive change orders to reduce the project cost to the available budget.

Dr. Davis seconded.

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

**III. Action Agenda**

*A. Policies*

1. Revision to Board Policy 5.16 - Residency

These revisions are in response to a request from the Illinois Community College Board. We are requesting the first and second reading take place at the March board meeting.

*Student residency classification (in-district, in-state out-of-district, out-of-state, or out-of-country) and verification will be in accordance with the provisions of the Illinois Public Community College Act, 110 ILCS 805/1 et seq., and the administrative rules of the Illinois Community College Board (ICCB). ~~In accordance with the ICCB, the College will maintain procedures for the classification and verification of student residency status.~~*

*To be classified as a resident of the State of Illinois or of the community college district, a student shall have occupied a dwelling within the State or district for at least 30 days immediately before the date established by the district for classes to begin.*

*The College shall maintain documentation verifying State or district residency of students. Students occupying a dwelling in the State or district who fail to meet the 30-day residency requirement may not become residents simply by attending classes at a community college for 30 days or more.*

*Students who move from outside the State or district and who obtain residence in the State or district for reasons other than attending the community college shall be exempt from the 30-day requirement if they demonstrate through documentation a verifiable interest in establishing permanent residency.*

*Students who are currently under the legal guardianship of the Illinois Department of Children and Family Services or have been recently emancipated from the Department and had a placement change into a new community college district shall be exempt from the 30-day requirement if they demonstrate proof of current in-district residency. Documentation of current residency may be submitted to the district from the student, a case worker or other personnel of the Department, or the student's attorney or guardian ad litem.*

Legal Citation 110 ILCS 805

**MOTION NO. 03-26-25-4:**

Dr. Davis moved to waive the second reading and approve revisions to Board Policy 5.16 - Residency seconded by Mr. Holaway.

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

*B. Academic Services Division Items*

1. Summary of Curriculum Changes for 2025-2026 Catalog

The following curriculum changes have been approved following the College's curriculum development process. These changes at the curriculum/program level include: the development of new curriculum/program and withdrawal of curriculum/program.

Withdrawn Curriculum/Programs:

- CC Agriculture Watershed Management Tech I, CA Agricultural Watershed Management Tech II, CC Audio Production, CC Fire Tactics and Strategy I, CA Value-Added Local Food, Theatre AA

**MOTION NO. 03-26-25-5:**

Dr. Davis moved to approve the 2025-2026 curriculum updates to catalog seconded by Mr. Holaway.

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

*C. Student Services Division Items – None*

*D. Administrative Services Division Items - None*

*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*

LLCC Agriculture Club members recorded their best finish ever at the National Professional Agriculture Student (PAS) Conference March 17<sup>th</sup>-20<sup>th</sup> in Sheridan, Wyoming. 16 of our students participated in the competition. Our Swine Specialist Team won 1st place overall, and team members also won 1<sup>st</sup>, 2<sup>nd</sup>, and 3rd place individual

awards. One of our soil specialist teams placed 1st overall, with team members individually placing 1<sup>st</sup>, 4<sup>th</sup>, and 7<sup>th</sup>. Our other soil specialist team placed 3<sup>rd</sup> overall with members who individually placed 3<sup>rd</sup>, 8<sup>th</sup>, and 12<sup>th</sup>. The Sheep Goat Specialist Team placed 4<sup>th</sup> overall. The Crop Specialist Team placed 6<sup>th</sup> overall. And we had three other individual awards.

47 of our Workforce Institute students qualified for this year's Illinois SkillsUSA Competition being held in Peoria in April. Their high scores in the regional competition have qualified them for state in the areas of baking and pastry arts; culinary arts; diesel equipment technology; heating, ventilation, A/C, and refrigeration; heavy equipment operator; and welding.

LLCC student and Phi Theta Kappa honor society member Zorah Austin has been named a 2025 Coca-Cola Academic Team Bronze Scholar and will receive a \$1,000 scholarship. She will be recognized during PTK's annual convention, PTK Catalyst, being held in Kansas City in April. Selection is based on academic achievement, leadership and engagement in college and community service.

Becky Miller, professor of psychology, has been named the Instructional Technology Council's 2025 Outstanding Distance Educator during the ITC annual convention held in March. The Outstanding Distance Educator Award recognizes a single educator each year who has demonstrated exceptional dedication to online teaching, student engagement and the creative use of technology to enhance learning.

Three of our art students have their artwork featured in "Varsity Art 29," a multimedia exhibition being hosted by the Art Saint Louis Gallery through tomorrow, March 27<sup>th</sup>. The exhibit includes artwork by 62 undergraduate and graduate-level art students representing 23 regional universities and colleges from Missouri and Illinois.

Our spring Campus Visit Day was held March 3<sup>rd</sup>. We hosted more than 300 guests, which included approximately 130 prospective students. They explored campus and our programs, met with faculty and staff, and learned about all the services LLCC has to offer. Our next Campus Visit Day will be held this summer on June 24<sup>th</sup>.

A Workforce Institute Showcase was held at LLCC-Jacksonville March 19<sup>th</sup>. This event offered a look at the workforce programs that can lead to high-demand careers. Participants could talk with program directors and get information on financial aid.

Nursing Career Fairs were held earlier this month — on main campus March 20<sup>th</sup> and at our Outreach Center in Jacksonville March 17<sup>th</sup>. The events provided an opportunity for our students to connect with local health care employers, explore career opportunities and gain valuable industry insights. Additional career fairs are coming up in April and May:  
Business and Technology Career Fair – April 9<sup>th</sup>  
Workforce Institute Career Fair – April 17<sup>th</sup>  
State of Illinois Career Fair – May 7<sup>th</sup>

Some other recent events have included:

The annual Illinois Junior Academy of Science Region 10 Science Fair, which we hosted this past Saturday. Students in grades 7-12 from a 13-county area participated.

The Faculty Art Show in the Trutter Museum/Murray Gallery – March 3<sup>rd</sup>-April 3<sup>rd</sup>.

The Illinois Poet Laureate Angela Jackson held an interactive presentation on campus March 20<sup>th</sup>.

GradFest took place today and continues tomorrow. This is an event that celebrates our future graduates, and they can purchase caps, gowns, and tassels for commencement.

Bistro Verde opened back up today with the full-service dining portion of the semester. It will be open on Tuesdays, Wednesdays, and Thursdays from 11 to 1 through April 24<sup>th</sup>.

The house bill that would enable IL community colleges to offer baccalaureate degrees is stalled in committee. We will continue to advocate for this.

*C. Report from Faculty Senate*

Lead Senator, Laura Anderson reported on Senate activities.

*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*

Chair Gates reminded trustees that board reorganization will take place at the April meeting.

*I. Secretary's Report*

Secretary Enz attended the ICCTA meeting March 13-15<sup>th</sup> in Lisle. It included a seminar on "The State of DEI in Higher Education." The next meeting will take place May 6 and 7 in Springfield and will include Lobby Day.

*J. Foundation Report*

Ms. Sanders reported that the annual LEAGUE campaign kick off was held on Tuesday. Faculty and staff have donated \$40,000 so far. Gala invitations have been sent out and plans are underway. And over 600 scholarship applications were reviewed.

*K. Other Board Members' Reports*

Mr. Rosenthal reported that a former student trustee, Julian Marvel, is now attending Illinois State University where he is finishing his master's degree in Archeology.

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**

### **A. Phi Theta Kappa Presentation**

Gillian Bauer and Ryan Roberts, Club Advisors, provided an overview of Phi Theta Kappa Honor Society. The presentation included admission requirements, service projects, awards and recognition, and accomplishments including a five-star status for over 12 years.

## **VI. Executive Session**

### **MOTION NO. 03-26-25-6:**

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

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

### **MOTION NO. 03-26-25-7:**

Trustee Fulgenzi moved to return to open session at 7:25 p.m. seconded by Trustee Holaway.

All members voted aye. PASSED

## **VII. Actions from Executive Session**

### **MOTION NO. 03-26-25-8:**

Trustee Davis moved to approval all personnel matters seconded by Trustee Holaway.

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

## **VIII. Adjournment**

There being no further business before the Board, the meeting was adjourned at 7:26 p.m.

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Chairman Gates

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Secretary Enz

## AGENDA ITEM II.A

### MEMORANDUM

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Personnel Matters

**DATE:** March 26, 2025

We recommend the following personnel actions:

#### FACULTY

##### A. Resignation

| <u>NAME</u>   | <u>POSITION</u> | <u>DISCIPLINE</u>     | <u>EFFECTIVE DATE</u> |
|---------------|-----------------|-----------------------|-----------------------|
| Meghan Deaver | Instructor      | Basic Nurse Assistant | 03/31/2025            |

- B. Approve the appointment of Anabelle Sneyd in the tenure-track position of Surgical Technology Instructor. Anabelle received an Associate in Applied Science – Surgical Technology from Lincoln Land Community College. Anabelle is currently serving a one-semester temporary assignment as a Surgical Technology instructor and has eight years of experience in Surgical Technology. This appointment will be effective August 19, 2025 with placement on Associates, Step 8 of the 2024-2025 faculty salary schedule, pending completion of faculty contract negotiations. Resume is attached.

#### ADMINISTRATOR

##### A. Resignation

| <u>NAME</u>  | <u>POSITION</u> | <u>DEPARTMENT</u>        | <u>EFFECTIVE DATE</u> |
|--------------|-----------------|--------------------------|-----------------------|
| Jeremy Bliss | Director        | Budget & Fiscal Services | 06/30/2025            |
| Adam Watkins | Dean            | Arts & Communication     | 06/30/2025            |

- B. The following administrators are recommended for continued employment for the 2025-2026 year.

#### Academic Services

|                  |                                    |
|------------------|------------------------------------|
| Badgley, Lori    | Program Director, Respiratory Care |
| Brandenburg, Jon | Program Director, Welding          |



|                          |  |
|--------------------------|--|
| Bretz, Laurel            | Associate Vice President, Corporate, Continuing and Professional Education |
| Clevenger, Julie         | Director, Center for Academic Success                                      |
| Cosentino, Yvonne        | Program Director, Occupational Therapy Assistant                           |
| Dockter, Jason           | Vice President, Academic Services  |
| Dykstra, Joel            | Associate Vice President, Academic Services                                |
| Edmonds, Christopher     | Program Director, Construction Trades                                      |
| Ferreira, Nick           | Program Director, Emergency Services and Health                            |
| FremI, John              | Director, Faculty Development  |
| Gardner, Jeffrey         | Program Director, Diesel Technologies                                      |
| Giles-Brown, Leigh       | Program Director, Diagnostic Medical Sonography                            |
| Heeb Bivona, Diana       | Director, Continuing Education and Business Solutions                      |
| Hinton, Corrine          | Dean, English, and Humanities  |
| Hoy, Doug                | Program Director, Industrial Maintenance and Electrical                    |
| Lamb, Jolene             | Director, Community Education  |
| Lane, Sheridan           | Director, Culinary Program & Operations                                    |
| Maskey, Cynthia          | Dean, Health Professions   |
| Mitkos, Andy             | Director, Academic Technology Systems and Support                          |
| Murphy, Janelle          | Program Director, Associate Degree Radiography                             |
| Parton, Becky            | Dean, Academic Innovation, and eLearning                                   |
| Pietrzak, David          | Program Director, Aviation   |
| Robinson, Curt           | Director, Truck Driver Training  |
| Robles Mendoza, Patricia | Director, Adult Education and Literacy                                     |
| Searcy, Scott            | Dean, Mathematics and Computer Science                                     |
| Smith, Kalith            | Dean, Social Sciences and Business   |
| Spencer, Sonja           | Associate Dean, Nursing  |
| Sweet, Nancy             | Dean, Workforce Institute  |
| Todd, Brent              | Dean, Natural and Agricultural Science                                     |
| Wiesenhofer, Amanda      | Director, Library Digital and Technical Services                           |
| Wilson, Diane            | Program Director, Neurodiagnostic Technology                               |
| Wilson Smith, Nichole    | Program Director, Surgical Technology                                      |

### **Administrative Services**

|                  |   |
|------------------|---|
| Bretscher, David | Director, Facilities                                      |
| Ervin, Tim       | Director, Construction and Environmental, Health & Safety |
| Gleckler, Bryan  | Vice President, Administrative Services                   |
| Goodman, Sarah   | Director, Business & Accounting                           |
| Moore, Megan     | Associate Vice President, Finance                         |
| Ralph, Nicole    | Associate Vice President, Human Resources                 |
| Reardon, Cheri   | Director, Campus Services                                 |
| Rhodes, Laura    | Director, Child Development Center                        |
| Russell, Chris   | Chief of Police   |
| Taylor, Kirsten  | Director, Employment and Benefits                         |

### **Executive**

|               |  |
|---------------|--|
| Collins, Josh | Assistant Vice President, Business Relations |
| Kruse, Kyla   | Chief Communications Officer                 |

|                       |   |
|-----------------------|---|
| Pulce-Flynn, Michelle | Director, Grant Development and Administration                  |
| Sanders, Karen        | Vice President, Advancement/Executive Director, LLCC Foundation |

## **ITS**

|                  |  |
|------------------|--|
| Cruz, Esteban    | Chief Information Officer  |
| Kujawa, Tricia   | Assistant Vice President, Institutional Research & Effectiveness |
| Roth, Ben        | Director, IT Systems   |
| Schnetzler, Rick | Director, IT Support   |

## **Student Services**

|                   |  |
|-------------------|--|
| Alarcon, Luis     | Director, Recruitment and Admissions                 |
| Allen, Shawn      | Registrar  |
| Armbruster, Anne  | Director, Student Support Services                   |
| Berry, Alex       | Associate Vice President, Student Success            |
| Blackburn, Jessie | Director, LLCC Litchfield                            |
| Booher, Kristin   | Director, Student Engagement                         |
| Byer, Shanda      | Vice President, Student Services                     |
| Couch, Diana      | Director, Athletics                                  |
| Goers, Bryan      | Associate Vice President, Enrollment Management      |
| Mason, Keri       | Director, LLCC Jacksonville                          |
| Mills, Alison     | Assistant Vice President, Financial Aid              |
| Riemann, Randi    | Director, Accessibility Services                     |
| Silas, Candace    | Director, Open Door Workforce Equity Initiative/PATH |
| Turner, Amanda    | Director, Student Success                            |

## **POSITION ELIMINATION**

- A. Eliminate the position of Adult Education Coordinator currently held by Marybeth Hentrich. This is a grant-funded position, and the elimination is due to the loss of grant funding. Ms. Hentrich's employment will end effective June 30, 2025.