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***LLCC Board of Trustees Regular Meeting***

***May 28, 2025***

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Wayne Rosenthal, Chair

Ken Elmore, Vice Chair

Samantha Enz, Secretary

Vicki Davis

Gordon Gates

Jeff Fulgenzi

Mark Holaway

Addy Blimling, Student Trustee

Charlotte Warren, President

**BOARD OF TRUSTEES  
LINCOLN LAND COMMUNITY COLLEGE  
ILLINOIS COMMUNITY COLLEGE DISTRICT #526**

**AGENDA  
REGULAR MEETING**

Wednesday, May 28, 2025  
5:30 P.M.

Lincoln Land Community College  
Robert H. Stephens Room

**I. Preliminary Matters**

- A. Roll Call
- B. Pledge of Allegiance
- C. Introductions and Recognition
- D. Adoption of Agenda of the May 28, 2025 Meeting
- E. Hearing of Citizens

**II. Consent Agenda**

- A. Approval of Minutes of the Regular Meeting of April 23, 2025
- B. Ratify Payments of Cash Disbursements for April and the April Treasurer's Report....
- C. Out-of-State Travel
  - 1. Ratification of Out-of-State Travel
  - 2. Approval of Out-of-State Travel
- D. Budget/Financial Items
- E. Purchasing
  - 1. Equipment, Software & Installation for 9 Distance Learning Classrooms
- F. Contracts/Agreements
  - 1. Monthly Training Contract/Clinical Agreement Status Report
- G. Monthly Grant Status Report..
- H. Facility Leases
- I. Construction Items
  - 1. Approval of Budget Increase for Deferred Maintenance Capital Project – Fire Alarm System Upgrades
- J. Other Items

**III. Action Agenda**

- A. Policies
  - 1. Revisions to Board Policy 7.4 – Hazardous Materials & Chemical Hygiene
- B. Academic Services Division Items
- C. Student Services Division Items
- D. Administrative Services Division Items
  - 1. Specific Stop Loss Insurance
- E. Information Technology Items
- F. Executive Division Items

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

- A. Staff Reports
  - 1. Academic Services
  - 2. Student Services
  - 3. Administrative Services
    - a. Position Vacancies and Hires
    - b. Construction Progress Update
    - c. Monthly Financial Report
  - 4. Information Technology
  - 5. Advancement Office
  - 6. Executive Division
    - a. Review of Agenda Master Calendar
- B. President's Report
- C. Report from Faculty Senate
- D. Report from Faculty Association
- E. Report from Classified Staff
- F. Report from Professional Staff
- G. Report from Facilities Services Council
- H. Chairman's Report
- I. Secretary's Report
- J. Foundation Report
- K. Other Board Members' Reports

#### **V. Strategic Discussion**

#### **VI. Executive Session**

- A. Personnel Matters
- B. Pending /Imminent Legal Matters

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

- A. Approval of Personnel Matters

#### **VIII. Adjournment**

## ***I. Preliminary Matters***

## ***II. Consent Agenda***

**AGENDA ITEM II.B**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Ratify Payments of All Cash Disbursements for April and the April Treasurer's Report

**DATE:** May 28, 2025

In accordance with Lincoln Land Community College Board of Trustees Policy 6.1, the following items are available in the President's Office and Vice President, Administrative Services Office for your review and subsequent action:

- A. The Cash Disbursement Register including the Check Register of bi-monthly accounts payable checks, E-commerce refunds, ACH and Wire transactions issued during April, 2025, (payments for purchase order payments, equipment, supplies, lease payments, maintenance agreements, travel in accordance with the Local Government Travel Expense Control Act, employee reimbursements, membership dues, subscriptions, club vouchers, medical claim payments, pre-paid purchase orders, and time sensitive payment due dates – generally, items included under Board Policy 6.6).
- B. The Treasurer's Report for the month ending April 30, 2025.

**MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during April 2025, and ratify the April 30, 2025, Treasurer's Report.**

**AGENDA ITEM II.C.2****MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Out-of-State Travel

**DATE:** May 28, 2025

Name	Meeting	Location	Purpose	Amount
Berry, Alex	Max Fest	Louisville, KY	Professional Development	\$1,810***
Bretz, Laurel	Entrinsicon	Raleigh, NC	Professional Development	\$3,415**
Churchill, Jon	NAEMSE Educator Symposium	Orlando, FL	Staff Development	\$1,663
Couch, Diana	NATYCAA Conference	Orlando, FL	Professional Development	\$0****
Dineen, Joshua & 1 Student	Skills USA National Competition	Atlanta, GA	Student Trip	\$5,795*
Dineen, Melanie	Skills USA National Competition	Atlanta, GA	Student Trip	\$1,015*
Parton, Becky	ITC Leadership Academy	Sewell, NJ	Professional Development	\$2,075
Strawn, Amy	ACFE Conference	Nashville, TN	Staff Development	\$1,620
Voyles, Heather	NACCOP Conference	Baltimore, MD	Staff Development	\$3,400***
Warren, Charlotte	AACC Board Interviews	Dallas, TX	Administrative Travel	\$1,675
Warren, Charlotte	AACC President's Academy Summer Institute	Dana Point, CA	Administrative Travel	\$3,410
Warren, Charlotte	AACC Board of Directors' Retreat	Washington, DC	Administrative Travel	\$1,750

*\*Grant Funds*

*\*\*Auxiliary Funds*

*\*\*\*LPS Funds*

*\*\*\*\*Outside Funding*

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Equipment, Software & Installation Services for 9 Distance Learning Classrooms

**DATE:** May 28, 2025

The College issued an Invitation to Bid for Equipment, Software & Installation Services to support the development of nine distance learning classrooms. These classrooms will serve Lincoln Land's main campus, three outreach centers, and five rural high schools. One company responded:

Bidder	Bid Price
OneRoom, Inc. Springfield, IL	\$561,610

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the April 17, 2025, edition of the State Journal Register.

In addition to the bidder above, the solicitation was also sent to: CTI, Maryland Heights, MO and Education Intelligence, Inc. Whitehouse, TN.

**Budget Impact:**

Total Funds Requested: \$561,610  
 Source of Funds: US Department of Agriculture RISE Grant  
 Projected Revenue: N/A  
 Projected Savings: N/A

**Student Learning Impact:**
**How will proposed agenda item impact student learning?**

LLCC will be able to effectively serve students in rural areas and provide coursework to locations that are too distant for students or instructors to reasonably travel.

**How will the proposed agenda item be measured?**

N/A

<b>MOTION:</b>	Move to approve a purchase order to OneRoom, Inc. for the Equipment, Software & Installation Services at the cost of \$561,610 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2025-13.
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**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Monthly Training Contract/Clinical Agreement Status Report

**DATE:** May 28, 2025

The following is the current Training Contract/Clinical Agreement Status Report for LLCC.

The Community Education Department has entered into a contract with Beyond Green Partners to provide a culinary training event. Training will take place at the LLCC Main Campus in July.

The Continuing, Corporate, and Professional Education Department has entered into a contract with IMEC to provide Forklift Training for approximately 13 IMEC employees in May. They have also entered a contract with Litchfield National Bank to provide an EWS Workshop for approximately 20 attendees who will participate in May at the LLCC Litchfield campus.

The Culinary Institute has entered into a contract with Motherland Gardens to provide a demonstration and food activity. Approximately 105 youth members of Motherland Gardens will attend the demonstrations in July.

The Community Education Department seeks approval to enter into a Sponsorship Agreement with the Academy of Lifelong Learning. This renewal agreement will enable Community Education to engage with members and plan events that enrich lifelong learning opportunities for our district.

The Academic Services Division seeks approval to enter into an Articulation Agreement with Franklin University for students enrolled in degree programs at LLCC. This overarching agreement will allow the colleges to create degree program plans, 3+1 and 2 +2, to enhance transfer opportunities for students to move seamlessly to a baccalaureate degree. This articulation agreement also contains a reverse transfer policy to ensure students complete their degree from LLCC.

The Health Professions Department seeks approval to enter into an affiliation agreement with Carlinville Area Hospital & Clinics for the Surgical Technology

program and an affiliation agreement with Stepping Stones Group for the Occupational Therapy Assistant program.

The Agriculture Department seeks approval to enter into Internship Affiliation Agreements with Bobell Farms, Elkhart Fertilizer Service, J.O. Harris Sales, Lorton Excavating LLC, New City Greenhouse, Prairieland Ag, LLC, Prairieland FS, Stolte Farms LLC/Stolte Seeds, TriCounty FS Inc., Udder Hill Dairy, and Guilander Farms.

The Academic Services Division seeks approval to enter into an Internship Affiliation Agreement with the State of Illinois Department of Healthcare and Family Services and Starbucks.

The Computer Science Department seeks approval to enter into an Internship Affiliation Agreement with Horace Mann Service Corp. for students enrolled in the college's Computer Science Program.

**MOTION: Move to approve the Sponsorship Agreement with the Academy of Lifelong Learning; the Articulation Agreement with Franklin University; the Affiliation Agreements with Carlinville Area Hospital and Clinics and Stepping Stones Group; and the Internship Affiliation Agreements with Bobell Farms, Elkhart Fertilizer Service, J.O. Harris Sales, Lorton Excavating LLC, New City Greenhouse, Prairieland Ag LLC, Prairieland FS, Stolte Farms LLC/Stolte Seeds, TriCounty FS Inc., Udder Hill Dairy, Guilander Farms, State of Illinois Department of Healthcare and Family Services, Starbucks, and Horace Mann Service Corp.**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Monthly Grant Status Report

**DATE:** May 28, 2025

Attached is the current Grant Status Report for LLCC. It includes all grant requests submitted and accepted during the month of April. It also includes a brief description of the purpose for which the funding is, or has been, solicited.

The Administrative Services Department seeks ratification of the Smart Start Workforce Grant. If awarded, this grant will cover part of the cost of wages for the child development center staff.

**MOTION:** Move to ratify the grant application for the Smart Start Workforce Grant in the amount of \$75,000.

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Approval of Budget Increase for Deferred Maintenance Capital Project - Fire Alarm System Upgrades

**DATE:** May 28, 2025

At the January 2023 meeting, the Board approved the Deferred Maintenance Capital Project, Fire Alarm System Upgrades. This project includes replacing the existing fire alarm system on all campuses with a new addressable and code-compliant system. This project was originally approved pending release of funds from the State of Illinois (State). In 2023 we anticipated the State would release \$4,112,265 in Deferred Capital State Funds and LLCC would supplement the project with \$1,370,755 in Restricted Funds to achieve a total project budget of \$5,483,020. We were notified in January 2025 the Illinois Capital Development Board (CDB) intended to post an RFQ for engineering services. Those RFQ's are due this month, this project will continue to move through the CDB process with engineer selection in Summer 2025 and design work will follow.

Due to the two-year delay in the release of funding, CDB requested a scope review and updated budget. The final amount of State funding is based on the updated project budget of \$7,200,000. The State of Illinois released \$5,400,000 in Deferred Capital State Funds and LLCC will contribute \$1,800,000 in Protection, Health, and Safety Funds. The overall increase is a net increase of \$429,245 to LLCC's share.

While reviewing the scope of the project, it was determined that Protection, Health, and Safety (PHS) funds should be used instead of Restricted Funds for the LLCC share.

Due to the presence of state funding, this project must be bid, administered, and subject to the oversight of the Illinois Capital Development Board.

<b>Budget Timeline</b>	<b>Amount</b>
January 2023 Established	\$5,483,020
May 2025 Increase	\$1,716,980
<b>Total Adjusted Project Budget</b>	<b>\$7,200,000</b>

<b>Budget Split</b>	<b>Total Amount</b>	<b>Percent</b>
Capital Development Board	\$5,400,000	75%
Lincoln Land Community College	\$1,800,000	25%
<b>Total Adjusted Project Budget</b>	<b>\$7,200,000</b>	<b>100%</b>

**MOTION:**      Move to approve the budget increase in the amount of \$429,245 for the Deferred Maintenance Capital Project for Fire Alarm System Upgrades project.

### ***III. Action Agenda***

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Revisions to Board Policy 7.4 – Hazardous Materials & Chemical Hygiene

**DATE:** May 28, 2025

The following are proposed changes to Board Policy 7.4 – Hazardous Materials & Chemical Hygiene. The College's Chemical Hygiene Officer has reviewed this Board Policy and its Procedures and has recommended these changes to not only strengthen the protocols that govern the handling of hazardous materials and chemicals but also broaden the scope of this policy to encompass all required safety regulated activities related to OSHA and the EPA. Given the broader scope, we would propose renaming the policy to "Required Health and Safety Programs". The proposed policy changes are as follows:

**Policy Statement:**

~~All hazardous chemicals utilized on campus shall be stored and disposed of properly.~~  
Federal, state, and local regulating agencies such as, Occupational Health and Safety Administration and the Environmental Protection Agency, etc., mandate safety programs to protect the health and safety of employees that may be exposed to health and physical hazards. The college shall comply with required health and safety programs that are applicable to the activities that are ongoing at the college.

~~A training program shall be established for all employees who may come in contact with hazardous materials.~~

Formal safety plans programs ~~for exposure control and chemical hygiene~~ shall be developed which include minimally:

- Safety procedures for work areas, classrooms and laboratories
- Identification of responsibilities of the college, employees and students
- Identification of hazards
- Procedures to follow in the event of an emergency ~~accidental release or exposure;~~  
and
- Annual training programs

These changes were presented last month for a first reading and are submitted for Board approval this evening.

**MOTION:        Move to approve the name change and revisions to Board Policy  
7.4 – Hazardous Material and Chemical Hygiene.**



**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Specific Stop-Loss Insurance

**DATE:** May 28, 2025

As part of our self-funded health insurance program, LLCC purchases specific stop-loss insurance to limit the college's exposure to high dollar medical claims. Currently, stop-loss insurance reimburses the plan for an insured's incurred claims in excess of \$110,000. Our current contract with HCC for this coverage will expire on June 30, 2025. To continue providing stop-loss coverage for the college's self-funded health insurance program, Cottingham & Butler, LLCC's insurance consultant, sought quotations in the stop-loss marketplace on our behalf. Only three carriers opted to provide quotes: HCC, the incumbent carrier, Sun Life and ERP.

Carrier	Premium	Laser Exposure	Total (Max) Cost	Percent Increase
HCC	\$1,352,776	\$80,000	\$1,432,776	35.8%
Sun Life	\$1,412,573	\$150,000	\$1,562,573	48.1%
ERP	\$1,023,543	\$385,000	\$1,408,543	33.5%

The quotes provided are based on 375 currently insured employees with 102 electing dependent or family coverage. Quotes from Sun Life and ERP were not firm, pending formal disclosure of new potential large claims; however, the HCC quote is firm. The final actual cost may differ based on the number insured at July 1 and the number electing to carry dependent or family coverage. Due to the pending disclosures and knowledge of potential large claims, there was a high probability that the two pending quotes would change significantly, both in premium and laser exposure. The College had a deadline of May 14, 2025 to lock in the proposed rate from HCC and after consultation with our health care consultant, we did so.

**MOTION:** Move to ratify the specific stop-loss policy with a liability limit of \$110,000 per insured with a higher reimbursement threshold for one individual for FY2026 proposed by HCC at a projected maximum annual cost of \$1,432,776.

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

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Position Vacancies and Hires

**DATE:** May 28, 2025

**POSITION VACANCIES**

**Classified**

Administrative Assistant to the Dean, Workforce Institute (FT)  
Child Development Assistant (FT)  
Program Assistant, Nursing - 2 (FT)  
Property Control Technician (FT)

**Professional**

IT Project Manager (FT)  
Instructional Designer (FT)  
Police Officer (FT)  
Registration Manager (FT)  
Website and Social Media Writing Coordinator (FT)

**Administrator**

Director, LLCC Taylorville (FT)  
Program Director, Diesel Technologies (FT)

**Full-time Faculty**

Instructor, Cardiovascular Sonography  
Instructor, Diagnostic Medical Sonography  
Instructor, Nursing

**RESIGNATIONS**

Lettimore, Bobbi	Admin Assistant to the Dean, EGHM	04/18/2025
Maruna, Scott	Public Safety Assistant, LLCC Jacksonville	07/31/2025
Sepanski, John	Student Success Advisor I	05/09/2025
Weihmeir, Lindsey	Registration Manager	05/06/2025

**RETIREMENTS**

Hackwith, Kevin	Building Custodian	05/02/2025
Sim, Darlene	Adult Education Coordinator	06/12/2025

**PROMOTIONS**

Arias-Rogers, Denise

Purchasing Manager

05/05/2025

Glick, Jamie

Administrative Assistant, LLCC Taylorville

05/01/2025

Young, Kim

Admin Asst to the Dean, Health Professions

05/05/2025

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Construction Progress Update

**DATE:** May 28, 2025

*Attached is the current Construction Project Status Report for LLCC. It includes all projects that are currently underway and projects that have formal plans and available funding but are not yet underway. The following information is intended to provide a brief overview of the progress of each of the projects since the previous Board Meeting:*

**PHS Projects – FY23**

**Main Campus Exterior Lighting Upgrade Phase 3**

The project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

**PHS Projects – FY24**

**Interior Wayfinding Phase 1**

The project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

**Mechanical Upgrades**

The project is under way.

**PHS Projects – FY25**

**Exterior Door & Eyewash Station Upgrades**

The project is under way.

**Interior Wayfinding Phase 2**

Development of construction documents is underway.

**Logan Hall Roof Replacement**

The project is under way.

**Main Campus Exterior & Interior Lighting Upgrade Phase 4**

Development of construction documents is underway.

## **Small Projects – FY24**

### **Jacksonville & Main Campus Classroom Upgrades**

The project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

## **Small Projects – FY25**

### **FY25 Parking Lot & Sidewalk Improvements**

The project is under way.

### **FY25 Small Projects - 2025 Master Service Agreement (O'Shea)**

The project is under way.

## **Deferred Maintenance Capital Project (CDB Managed)**

### **Exterior Door Security Upgrades**

The project is complete.

### **Fire Alarm System Upgrades**

We are awaiting review of A/E firm submittals with CDB.

## **Capital Renewal**

### **Renovate and Expand Student Services (CDB Managed)**

The project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

## **Restricted O & M**

### **Construction Training Lab**

The project is under way.

## **EDA Cares Act Grant**

### **Renovate and Expand Campus Training Facilities**

The project is under way.

## **HUD Economic Development Grant**

### **Truck Driver Training Expansion**

The project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

## **DCEO Energy Transition Community Grant**

### **Litchfield Science Lab Renovation**

The project is under way.

### **Welding Lab Expansion**

Development of construction documents is underway.

### **Illinois Green Economy Network (IGEN) Grant**

#### **Child Development Center Solar**

The project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

### **2025 Bond**

#### **Master Plan Implementation – Phase A**

Renovations in Millennium, main level Sangamon Hall, and Trutter.

- Summer 2025 – Development of construction documents is underway.
- September/October 2025 – Bidding this phase through O'Shea Builders as a CM.
- December 2025 – Construction would begin immediately and continue in "sub phases" through November 2026.

#### **Master Plan Implementation – Phase B**

Renovations in the main level of Menard Hall.

- Fall 2025 – User Group meetings to confirm scope and begin Design Development.
- Summer 2026 – Bidding through O'Shea Builders as a CM.
- Construction would begin after Phase A is complete in late 2026 and continue in "sub phases" through December 2027.

#### **Master Plan Implementation – Phase C**

Renovations in the main and lower levels of Menard Hall.

- Spring 2026 – User Group meetings to confirm scope and begin Design Development.
- November/December 2026 – Bidding through O'Shea Builders as a CM.
- Construction would begin after Phase B is complete in Summer 2027 and continue in "sub phases" through Spring 2028.

**AGENDA ITEM IV.A.6.a**

## AGENDA MASTER CALENDAR

<p style="text-align: center;"><b>JUNE 2025</b></p> <ul style="list-style-type: none"> <li>• Summer Adjunct Faculty Listing</li> <li>• Budget Workshop</li> <li>• Board Meeting 6/25/25</li> </ul>	<p style="text-align: center;"><b>JULY 2025</b></p> <ul style="list-style-type: none"> <li>• FY26 Tentative Budget</li> <li>• Board Meeting 7/23/25</li> </ul>	<p style="text-align: center;"><b>AUGUST 2025</b></p> <ul style="list-style-type: none"> <li>• Board Meeting 8/27/25</li> </ul>	<p style="text-align: center;"><b>SEPTEMBER 2025</b></p> <ul style="list-style-type: none"> <li>• Budget Adoption/Public Hearing</li> <li>• Fall Adjunct Faculty Listing</li> <li>• Board Meeting 9/24/25</li> </ul>
<p style="text-align: center;"><b>OCTOBER 2025</b></p> <ul style="list-style-type: none"> <li>• PHS Projects</li> <li>• Board Meeting 10/15/25</li> </ul>	<p style="text-align: center;"><b>NOVEMBER 2025</b></p> <ul style="list-style-type: none"> <li>• Financial Audit Review</li> <li>• Board Meeting 11/19/25</li> </ul>	<p style="text-align: center;"><b>DECEMBER 2025</b></p> <ul style="list-style-type: none"> <li>• Adopt CY25 Property Tax Levy</li> <li>• Board Meeting 12/15/25</li> </ul>	<p style="text-align: center;"><b>JANUARY 2026</b></p> <ul style="list-style-type: none"> <li>• Spring Adjunct Faculty Listing</li> <li>• General Obligation Alternate Bond Levy Abatement</li> <li>• Board Meeting 1/28/26</li> </ul>
<p style="text-align: center;"><b>FEBRUARY 2026</b></p> <ul style="list-style-type: none"> <li>• Sabbatical Leaves</li> <li>• Approval of Faculty Positions</li> <li>• Faculty Tenure &amp; Continuing Employment Recommendations</li> <li>• Board Meeting 2/25/26</li> </ul>	<p style="text-align: center;"><b>MARCH 2026</b></p> <ul style="list-style-type: none"> <li>• Administrative Positions</li> <li>• Board Meeting 3/25/26</li> </ul>	<p style="text-align: center;"><b>APRIL 2026</b></p> <ul style="list-style-type: none"> <li>• Seating of Student Trustee</li> <li>• Board Meeting 4/22/26</li> </ul>	<p style="text-align: center;"><b>MAY 2026</b></p> <ul style="list-style-type: none"> <li>• Gala</li> <li>• Student Recognition</li> <li>• Employee Recognition</li> <li>• Commencement 5/15/26</li> <li>• Board Meeting 5/27/26</li> </ul>



## ***V. Strategic Discussion***