

**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, April 23, 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. Elmore, Mr. Fulgenzi, Mr. Gates, Mr. Holaway, Mr. Nicoll, and Mr. Rosenthal. Ms. Enz joined the meeting in progress.

B. Pledge of Allegiance

C. Introductions and Recognitions

Mr. Gates asked Mr. Nicoll to come forward as he read a resolution highlighting his accomplishments during his tenure as Student Trustee. He also presented him with a plaque, thanking him for his service as Student Trustee for the 2024-2025 academic year; stating they were pleased to have him on the Board of Trustees, and wished him continued success.

1. Student Elections

Members of the Black Student Union were introduced by club advisor, Kim Wilson.

Student Government Association elections were held April 8th -10th. Kristin Booher, Director of Student Engagement introduced students elected to office. Elected students include Student Trustee, Addy Blimling; SGA President, Marques Robinson; SGA Vice-President of Leadership & Advocacy, Madison McMillin; SGA Vice-President of Engagement, Shandyll Colantino; SGA Secretary, Kaydence Richardson.

D. Seating of Student Trustee/Oath of Office

Chair Gates administered the oath of office to new student trustee, Ms. Addy Blimling. She will represent students on the LLCC Board of Trustees through April of 2026. Ms. Blimling is a member of Phi Theta Kappa and Jacksonville Activities Board. While currently undecided on a major, she is thinking of going into business.

E. Board Reorganization and Election of Officers

The board reorganizes every two years, and that reorganization includes election of the following officers: Chair, Vice Chair and Secretary.

Trustee Gates nominated Trustee Rosenthal as Chair.

Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Mr. Holaway and Mr. Rosenthal voted yes. Dr. Davis, Ms. Enz, and Ms. Blimling (advisory) abstained from voting. Mr. Rosenthal received the majority of votes.

Chair Rosenthal then nominated Mr. Elmore as Vice Chair. Mr. Elmore, Mr. Gates, and Mr. Holaway voted yes. Mr. Fulgenzi voted present. Dr. Davis, Ms. Enz, Mr. Rosenthal, and Ms. Blimling (advisory) abstained from voting.

Chair Rosenthal then nominated Mr. Elmore as Vice Chair again.

Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Mr. Holaway, and Mr. Rosenthal vote yes. Dr. Davis, Ms. Enz, and Ms. Blimling (advisory) abstained from voting. Mr. Elmore received the majority of votes.

Trustee Elmore then nominated Ms. Enz as Secretary.

Mr. Elmore, Ms. Enz, Mr. Fulgenzi, Mr. Gates, Mr. Holaway and Mr. Rosenthal voted yes. Dr. Davis, and Ms. Blimling (advisory) abstained from voting. Ms. Enz received the majority of votes.

Dr. Davis stated that she was abstaining from the vote because, given that more than half of the students are women, rotating leadership roles between the same three older gentlemen was reinforcing an inappropriate message that only men can be leaders and women are only suited for support roles, and she wanted it in the minutes that she did not want to be party to sending that outdated message.

Newly elected Chair Rosenthal requested Mr. Gates come forward and presented him with a plaque, praising him for his dedication and service as the board chair for the past two years.

Mr. Rosenthal assumed the Chair's seat at the Board table, presiding over the remainder of the meeting.

F. Adoption of Agenda of the April 23, 2025 Meeting

MOTION NO. 04-23-25-1:

Mr. Gates moved to adopt the agenda of the April 23, 2025 meeting seconded by Mr. Holaway.

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

G. Hearing of Citizens – None

II. Consent Agenda

MOTION NO. 04-23-25-2:

Mr. Elmore moved to:

- approve the minutes of the regular meeting of March 26, 2025;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during March 2025 and ratify the March 31, 2025 Treasurer's Report;
- approve out of state travel;
- approve a purchase of Dell Laptops for \$62,433.28 for the Adult Education Program;
- approve entering into an agreement with Kreuger International for classroom and common area furniture, with a total purchase price of \$55,789.30;
- approve entering into an agreement with Henricksen for office and common area furniture with a total purchase price of \$27,914.19;
- approve the purchase of 3 simulation manikins, all the necessary support equipment and software from Laerdal Medical Corporation;
- approve the Internship Affiliation Agreements with Jacksonville Family Dental, Timothy Jones, Dental, Animal Protective League, Borgic Farms, Buchheit of Jacksonville, Cass-Morgan Farm Bureau, CHS, Inc., Logan Agri-Service, Inc., and Smith Family Farms, LLC.;
- approve the three-year enhancement and support services contract for the Zogotech BI System at a total cost of \$137,935.67;
- ratify the grant application for the Lowe's Foundation Gable grant in the amount of \$756,515; the grant application for the Adult Volunteer Literacy Grant application in the amount of \$67,211 and the grant application for the Illinois Digital Capacity grant in the amount of \$287,644;
- approve the budget increase in the amount of \$136,801 for project FY25 Small Projects;
- ratify the deductive change order in the amount of \$334,153.68 for the 2025 Master Service Agreement for Construction Management – Amendment #1 – FY25 Small Projects as presented;
- approve 2025 Master Service Agreement Amendment #2 with O'Shea Builders in the amount of \$675,727 and to establish a project contingency in the amount of \$29,586, for an aggregate amount of \$705,313 to complete the Exterior Door & Eyewash Station Upgrades project;
- approve the budget increase in the amount of \$97,605 for the Exterior Door & Eyewash Station Upgrades projects;
- and move to accept the proposal from Berners Schober in the amount of \$300,000 to provide design and engineering services for the Welding Lab Expansion Project at the Main Campus.

Mr. Gates seconded.

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

III. Action Agenda

A. Policies

1. Revision to Board Policy 7.4 – Hazardous Materials & Chemical Hygiene

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 policy changes are being presented for a first reading tonight. No action is required at this meeting. With Board concurrence, we will return this policy to you for action at the regularly scheduled May 2025 meeting of the Board.

B. Academic Services Division Items - None

C. Student Services Division Items – None

D. Administrative Services Division Items

1. Health Insurance Rates for FY2026

In March, the health insurance committee reviewed claims for the current plan year and the forecasted costs for FY2026 health insurance as determined by the College's insurance consultant, Cottingham & Butler. Overall, the current plan year claims are coming in higher than the expected budget amount. There are 15 large claimants, seven of which have claims exceeding the stop loss insurance deductible of \$110,000. Overall, the 15 large claimants make up 52% of all claims paid to date. Healthcare inflation is about 7-8%, and prescription drug inflation is about 13%. Based on claims utilization and

healthcare/prescription drug inflation, the consultants recommended a 9.9% increase to premiums if there were no changes to the plans. The voting members of the health insurance committee agreed that increasing out of pocket costs for employees was not ideal given increases made in previous years and unanimously voted to forgo any plan design change this year. Based on the available information and the committee and consultant's feedback, the following is recommended:

- Continue to offer the High-Deductible Plan accompanied by a Health Savings Account conforming to IRS qualifying regulations. In accordance with IRS requirements for a qualified high-deductible plan with an embedded deductible family plan, the individual deductible for dependent coverage tiers will increase to \$3,300 while keeping the overall family deductible amount unchanged at \$5,500. For those opting for employee only coverage, the individual deductible will remain at \$3,000.
- Continue to offer the Open Access Plan with no changes to plan design.

The following are recommendations from administration and the insurance consultant:

- Maintain the Board contribution toward health insurance of 95% of employee only premium and 75% of premiums for dependent coverage tiers.
- Increase current plan rates by 9.9% for the Open Access Plan going into plan year 2026.
- Increase the current plan rates by 9.9% for the High-Deductible Plan going into plan year 2026.
- Set the annual Board contribution to an employee's Health Savings Account for those electing the High-Deductible Plan at \$3,000.
- Establish the monthly Board contribution toward dental insurance equal to the premium set for employee only coverage. Dental premiums will increase by 5.2% with the employee only amount moving to \$43.15 per month.

The projected health insurance premiums are expected to generate sufficient revenue to pay expected claims, stop loss insurance and third-party administrative fees as determined by Cottingham & Butler given past claims experience, including the current year and previous two plan years, and current healthcare inflation of 7-8% and prescription drug inflation of 13%.

MOTION NO. 04-23-25-3:

Mr. Holaway moved to approve the insurance recommendations as presented, seconded by Mr. Elmore.

Upon roll call vote, those members voting aye were Dr. Davis, Ms. Enz, Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Ms. Blimling (advisory), Mr. Holaway 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
- d. Quarterly Budget Transfer Report

The Quarterly Budget Transfer Report reflects transfers at the end of the third quarter of this fiscal year.

We continue to be well within statutory requirements limiting the amount of transfers to 10% or less in any fund.

4. Information Technology - None
5. Advancement Office – None
6. Executive Division
 - a. Review of Agenda Master Calendar

B. President's Report

We are offering Introduction to Health Care Professions (HLT 110) free this summer and fall as part of the Connect 2 Health Care (C2HC) program for those 18-24 years old. The class offers students the opportunity to learn from classroom, lab, and job shadowing opportunities in various health care fields. Participants will receive free tuition, books, uniforms, and transportation assistance. The program is made possible by a grant from the Illinois Community College Board.

We have also announced that our Continuing, Corporate and Professional Education Department is offering our Essential Workplace Skills (EWS) training series to individuals and organizations at a discounted rate through December 2025, or while funding remains.

The training series is designed to meet the most pressing soft skills needs of today's workforce and is being supported by a Noncredit Strategies at Work Grant through the Illinois Community College Board. The courses in the series are offered in two formats: customized business training and public open-enrollment sessions. Topics include communicating effectively, understanding customer service essentials, thinking critically at work, navigating challenges and stressors, building stronger teams through inclusive practices, and practicing professionalism at work.

Two career fairs were held this month on campus: the Business and Technology Career Fair – April 9th and on April 17th, the Workforce Institute Career Fair at which we had 76 employers at the morning session. There is an additional career fair coming up next month – the State of Illinois Career Fair – May 7th.

LLCC Public Relations and Marketing had won a district award last fall but has now also brought home a national award – the National Council for Marketing and Public Relations Bronze Paragon Award – for a social media page, specifically our LLCC Tik Tok account.

Chad Jones, our head women's basketball coach, was named the Illinois Basketball Coaches Association Women's NJCAA Division II Coach of the Year for the second year in a row! Last month he was named NJCAA Central District Coach of the Year for the second year in a row and honored as the Mid-West Athletic Conference Coach of the Year.

The Alpha Epsilon Kappa chapter of Phi Theta Kappa Honor Society held its spring induction ceremony on March 27th. The event formally recognized approximately 30 new members as well as chapter officers. PTK chapter leaders also attended the PTK Catalyst Convention in Kansas City April 2nd-6th. During the convention, LLCC was named one of the Top 100 Chapters for the second straight year! That places the chapter in the top 8% of all PTK chapters internationally.

Local winners of Paul Simon Essay Contest have been announced: First place went to Eleanor Stuckey, whose essay has been forwarded to the statewide contest for a chance at a \$500 scholarship. Second place went to Drake Bailey and third to Miranda Sanders.

LLCC had a strong presence at the 2025 Central Illinois STEM Fair, held April 9th at Rochester High School. More than 1,000 people attended the event, including middle and high school students, families, and educators from across the region. Faculty, staff, and students from multiple LLCC departments came together to offer hands-on activities and highlight the college's wide range of STEM-related programs.

The 27th annual LLCC Livestock Judging Contest was recently held at the Christian County Fairgrounds in Taylorville. Over 700 students from across the state and Midwest participated — judging beef cattle, swine, sheep, and goats.

LLCC was the presenting sponsor for the Greater Springfield Chamber of Commerce Job Fair at the Crowne Plaza. There was both a youth job fair and a traditional job fair. Exhibitors met with more than 300 youth and 100 adult job seekers.

We hosted a Hospitality Showcase earlier this month. Fifty-one students from family and consumer sciences classes from three high schools participated. The high school students participated in seven team-based challenges (plus an informational session) that

highlighted problem solving and teamwork present in hospitality, culinary and baking careers.

On April 10th, we hosted students from Lanphier High School for Manufacture Your Future: A Hands-on Career Exploration Event, featuring Drew “The MFG” Crowe, a workforce social media influencer. The day-long event included tours of local manufacturers like Mel-O-Cream and Simplex, to experience real-world production in action. There were also opportunities to speak with local industry experts and hands-on demonstrations.

During the last weekend in March, we hosted the 2025 International Young Chef’s Regional Competition at the Workforce Careers Center. Alumna Gracie Brink was among the competitors from the Midwest. Another one of our alumna, Chef Lakesha Jackson, served as a judge as did Chef Howard Seidel, an adjunct instructor here at the college. The event was one of 10 Young Chefs competitions happening across the country. Competitors were given an identical mystery market basket containing a few key ingredients and had to prepare a three-to-four course meal using those ingredients.

Some other recent events have included: “Pie a Professor” – held by the Honors Program. April 6th-12th was National Library Week. Our library hosted activities and various types of resources throughout the week. BSU Black and White Ball – was held this past weekend. April is Financial Literacy Month, and there have been games and crafts, all to help provide students with information on making wise money moves.

Several attended the AACC meeting in Nashville recently. Topics included future issues facing community colleges including enrollment and resources for adult students.

Kyla Kruse, Chief Communications Officer, shared a few popular LLCC Tik Tok videos.

C. Report from Faculty Senate - None

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 Rosenthal reported that the proposed legislation to allow community colleges to offer baccalaureate degrees recently passed in the house.

Other bills to note include legislation to change minimum wage to \$20/hr., legislation that would require community colleges to employ three full-time licensed mental health professionals who would be available in-person and remotely, and also legislation that seeks to establish minimum standards for surgical technologists in Illinois, including educational requirements, certification, and experience.

I. Secretary’s Report

Secretary Enz reported that Lobby Day is May 6 -7. And the annual ICCTA convention in Bloomington is June 6-7.

J. Foundation Report

Ms. Sanders reported that Gala tickets are still available. The annual LEAGUE giving campaign has wrapped up and over \$60,000 was raised by faculty and staff. The scholarship committee is now working to award scholarships to students. And scholarship applications for fall College Now classes are open.

K. Other Board Members' Reports

Mr. Gates reported that he had been informed of an issue with registering for Community Ed classes. It was noted that new software is currently being implemented, and a new online registration system is expected to be in place for the Fall semester.

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

Dr. Davis left the meeting.

V. Strategic Discussion

Board members toured the new Innovation Lab.

VI. Executive Session

The board convened in executive session at 7:23 pm.

MOTION NO. 04-23-25-4:

Trustee Enz moved to return to open session at 7:29 p.m. seconded by Trustee Gates.

All members voted aye. PASSED

VII. Actions from Executive Session

MOTION NO. 04-23-25-5:

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

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

VIII. Adjournment

There being no further business before the Board, the meeting was adjourned at 7:30 p.m.

Chairman Rosenthal

Secretary Enz

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Personnel Matters

DATE: April 23, 2025

We recommend the following personnel actions:

FACULTY

A. Resignation

Ann Neilson, Assistant Professor, Diagnostic Medical Sonography effective 04/04/2025.

- B. Approve the appointment of Josephus “Jay” Brown in the tenure-track position of Computer Science Instructor. Jay received a Master of Science in Computer Science from Wichita State University. Jay has over 35 years of experience in the computer science field including adjunct teaching experience. This appointment will be effective August 19, 2025 with placement on Masters, Step 12 of the 2024-2025 faculty salary schedule, pending completion of faculty contract negotiations.

ADMINISTRATOR

A. Retirement

Jeff Gardner, Program Director, Diesel Technologies effective 09/30/2025.