
LLCC Board of Trustees Regular Meeting

July 23, 2025

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, July 23, 2025

5:30 P.M.

Lincoln Land Community College
Robert H. Stephens Room

I. Preliminary Matters

- A. Roll Call
- B. Pledge of Allegiance
- C. Adoption of Agenda of the July 23, 2025 Meeting
- D. Introductions and Recognitions
- E. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of June 25, 2025
- B. Ratify Payment of All Cash Disbursements for June
- 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. Fall 2025 Forward Magazine
 - 2. Fortinet Network Equipment Purchase
 - 3. Athletic Travel
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report
 - 2. Microsoft Server and Campus Agreement Renewal
 - 3. Adobe Enterprise Term License Agreement
 - 4. Freshworks Inc. Service Agreement
 - 5. SAFE Software
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
 - 1. Main Campus Exterior & Interior Lighting Upgrade Phase 4 – Contractor Recommendation

III. Action Agenda

- A. Policies
 - 1. New Board Policy 1.30 – Anti-Hazing Policy
- B. Academic Services Division Items
- C. Student Services Division Items
- D. Administrative Services Division Items
 - 1. Tentative FY2026 Budget
 - 2. FY2027 Capital Budget Request

- 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
 - a. Information Security Program
 - 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 Professional Staff
- F. Report from Facilities Services Council
- G. Chairman's Report
- H. Secretary's Report
- I. Foundation Report
- J. Other Board Members' Reports

V. Strategic Discussion

VI. Executive Session

- A. Personnel Matters
- B. Review of Executive Session Minutes
- C. Pending/Imminent Legal Matters

VII. Actions from Open/Executive Session

- A. Approval of Personnel Matters
- B. Approval and Release of Executive Session Minutes and Approval of Recording 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 June and the June Treasurer's Report

DATE: July 23, 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 June, 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 June 30, 2025, will be delayed until August due to closing the FY25 books and preparation for audit.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and wire transactions issued during June 2025.

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

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Out-of-State Travel

DATE: July 23, 2025

Name	Meeting	Location	Purpose	Amount
Enz, Samantha	2025 ACCT Leadership Congress	New Orleans, LA	Trustee Travel	\$3,319
Roberts, Ryan	Research & Ian McEwan Literary Event	New York, NY	Professional Development	\$1,141
Swafford, Cara	Pacific & Ancient Modern Language Conference	San Francisco, CA	Professional Development	\$1,867
Gleckler, Bryan	AACC Advocates in Action	Washington, DC	Administrative Travel	\$2,098
Phillips, Kellee & Volleyball Team	Team Retreat	Williams Bay, WI	Team Travel	\$5,407

MEMORANDUM**TO:** Members, LLCC Board of Trustees**FROM:** Charlotte J. Warren
President**SUBJECT:** Fall 2025 Forward Magazine**DATE:** July 23, 2025

The College issued a Request for Proposals for the printing, mailing, and delivering of the Forward Magazine for the Fall 2025 semester. The College plans to print and distribute 160,000 Forward Magazines. Recycled paper and environmentally friendly inks will be used in the printing of this publication.

Given the uncertainty and volatility currently in the paper market, we changed our price structure for this procurement. Bids were evaluated on fixed costs (excluding paper) to produce the magazine and a mark-up rate on paper. Paper expense will be reimbursed once paper is purchased by the vendor and invoice has been provided.

Bidder	Total Fixed Costs 160,000 Forward Magazines (1 issue 32 Pages)	% Mark-Up on Paper Cost	Total Cost
FCL Graphics Harwood Heights, IL	\$13,378	8.75%	\$40,556
Premier Print Group Champaign, IL	\$15,750	3.00%	\$61,220
CPC Printing and Promotions Onalaska, WI	\$18,877.87	13%	\$47,716

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Monday, June 2, 2025, edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to: American Marketing Services, Mundelein; BFM Group Inc., Lake Saint Louis, Mo; Bloomington Offset, Bloomington; Color World of Printing, Springfield; Consolidated Printing Company, Chicago; Cross Rhodes Print and Technologies, Lombard; Dan's Printing and Office Supplies, Oak Forest; Fidelity Print Communications, Broadview; GH Printing Co., Downers Grove; Grace Printing and Mailing, Chicago; Hagg Press, Inc., Elgin; Hilton Publishing, Inc., Chicago; Kingery Printing Company, Effingham; KK Stevens Publishing, Astoria; Lake Shore Business Forms, Mokena; LE Print Express, Pro-Type Printing,

Paxton; Richards Graphic Communications, Inc., Bellwood; RPM Design + Production, Campton Hills; Sharp Mill Graphics, Tinley Park; Sunrise Digital, Chicago.

Budget Impact:

Total Funds Requested:	\$50,000 Operating
Source of Funds:	Funds
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

N/A

How will proposed agenda item be measured?

N/A

MOTION:	Move to approve a purchase order to FCL Graphics for the printing, mailing, and delivering of the Fall 2025 issue of the Forward Magazine at the total estimated cost of \$50,000 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2026-01.
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MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Fortinet Network Equipment Purchase

DATE: July 23, 2025

Board approval is requested for the purchase of two FortiGate-900G N firewalls, eleven FortiSwitch-2048F Layer 2/3 switches, one FortiManager VM, one FortiAnalyzer VM, and all necessary SPF transceivers from RL Canning to replace aging network infrastructure.

Budget Impact:

Total Funds Requested:	\$274,183	
Source of Funds:	Tech Fee	\$205,637.25
Source of Funds:	LPS	\$68,545.75
Projected Revenue:	N/A	
Projected Savings:	N/A	

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

The new network equipment will allow the college to operate more securely and efficiently while providing better tools to our students to promote their academic success.

How will proposed agenda item be measured?

The reliability of college operation to support student learning.

MOTION: Move to approve the purchase of Fortinet network equipment from RL Canning in the amount of \$274,183.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Athletic Travel

DATE: July 23, 2025

The College issued an invitation to bid for transportation services to support the athletic department during the 2024–2025 academic year. The bid specifications included a one-year renewal option for the 2025–2026 academic year, with any price increases capped by the U.S. Department of Labor’s Consumer Price Index as of June 30, 2025. Timi’s Tours was awarded the contract and has agreed to renew for 2025–2026 at the same pricing as the previous year.

The College seeks approval to exercise this renewal option for fiscal year 2026. Pricing includes transportation for all currently scheduled regular season games for the men’s and women’s teams, as well as an estimate for travel to regional or other postseason events.

Budget Impact:

Total Funds Requested:	\$199,500
Source of Funds:	Operating Funds
Projected Revenue:	N/A
Projected Savings:	N/A

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

This contract ensures student-athletes have safe and reliable transportation to their games and supports their participation in athletics.

How will proposed agenda item be measured?

N/A

MOTION: Move to approve a purchase order to Timi’s Tours for transportation services at the total estimated cost of \$199,500.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: July 23, 2025

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

The Culinary Institute seeks approval to enter into an Affiliation Agreement with Incredibly Delicious for students enrolled in the College's Culinary program.

The Continuing, Corporate, and Professional Education Department seeks approval to enter into an Affiliation Agreement with Murrayville Mixed Animal Clinic for students enrolled in the Veterinary Technician Program.

MOTION: Move to approve the Affiliation Agreement with Incredibly Delicious and with Murrayville Mixed Animal Clinic.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Microsoft Server and Campus Agreement Renewal

DATE: July 23, 2025

Board approval is requested for the renewal of our Microsoft Campus Software/Server Agreement for one year through CDW-G as part of the Illinois Community College Consortium.

The software portion of the agreement covers all LLCC desktop computers including our labs. It also covers the use of Microsoft's Windows desktop operating systems, and Visual Studio development software for our faculty, staff, and students. Microsoft 365 A5 subscription, which includes Teams Voice and all individual online services such as Office, Exchange, and SharePoint, is included as well.

The server portion of the agreement covers all LLCC servers. This includes operation systems, email servers, the portal server, and database servers.

Budget Impact:

Total Funds Requested:	\$125,363.84
Source of Funds:	Operating Fund \$50,357.59
Source of Funds	LPS \$75,006.25
Projected Revenue:	N/A
Projected Savings:	N/A

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

Microsoft software products are critical to college operations. They are used to provide services to our students and are important tools for instruction.

How will proposed agenda item be measured?

The college will be able to continue to use computing technology for the smooth operation of the institution, and to improve learning.

MOTION: Move to approve renewing the annual Microsoft Campus Software and Server Agreements from CDW-G at a total cost of \$125,363.84.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Adobe Enterprise Term License Agreement

DATE: July 23, 2025

Board approval is requested for the renewal of the Adobe Creative Cloud Enterprise License Agreement for one year through Adobe Systems, Incorporated. The agreement covers 30 Named Licenses, 60 Shared Device Licenses, and 135 Single App Licenses for Adobe Acrobat Pro DC.

Budget Impact:

Total Funds Requested:	\$49,214.40
Source of Funds:	Tech Fee \$11,563.20
Source of Funds:	Operating Fund \$37,651.20
Projected Revenue:	N/A
Projected Savings:	N/A

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

Adobe software products are critical to the college's Arts and Communication disciplines. They are used in the graphic design and multimedia operation of the college.

How will proposed agenda item be measured?

The college will be able to continue to use computing technology for the smooth operation of the institution, and to improve learning.

MOTION: Move to approve the one-year Adobe Creative Cloud Enterprise Term License Agreement at a total cost of \$49,214.40.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Three-Year Freshworks, Inc. Service Agreement

DATE: July 23, 2025

Board approval is requested for a three-year service agreement with Freshworks, Inc. in the amount of \$41,884.14. Freshservice is a contemporary, user-friendly solution that provides efficient workflow, functionality, and customer service for several college departments.

Budget Impact:

Total Funds Requested:	\$41,884.14	
Source of Funds:	Operating Fund	\$34,684.14
Source of Funds	LPS	\$7200.00
Projected Revenue:	N/A	
Projected Savings:	N/A	

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

Freshservice enables IT and other departments to provide better technical support to faculty, staff, and students.

How will proposed agenda item be measured?

Response and resolution times indicated in the IT Service Level Agreement will be met consistently.

MOTION: Move to approve the three-year service agreement with Freshworks, Inc. at a total cost of \$41,884.14.

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
 President
SUBJECT: SAFE Software
DATE: July 23, 2025

Board approval is requested for a three-year service and software agreement for S.A.F.E. from AM Simpkins & Associates. S.A.F.E. is designed for fraud detection of prevention. The product scans and scores incoming applications, providing insight into the email and phone number used. Additionally, the software allows for ID verification.

Item	Year 1	Year 2	Year 3
S.A.F.E. platform licensing: Includes support, upkeep, and maintenance of the SAFE platform	\$12,450	13,072.50	13,726.12
S.A.F.E. Data Usage – 6,000 applicants annually SMS/Email Cross Check Credits: 1,000	\$ 5,310	\$ 5,575.50	\$ 5,854.30
ID Verification: 1,000 Annually	\$ 500	\$ 510	\$ 535.50
Implementation; one-time fee	\$4,000	\$0	\$0
Annual Subtotals	\$22,260	\$19,158	\$20,115.92

Budget Impact:

Total Funds Requested: \$61,553.92
 Source of Funds: Operating Fund
 Projected Revenue: N/A
 Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

S.A.F.E. enables staff to identify fraudulent applicants who would otherwise enroll, taking class seats away from real students.

How will proposed agenda item be measured?

Fraudulent applications will be identified.

MOTION:	Move to approve a three-year service and software agreement for S.A.F.E from AM Simpkins & Associates at an approximate cost of \$61,553.92.
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MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: July 23, 2025

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

Student Services seeks ratification of the grant application for the Pipeline for the Advancement of the Healthcare Workforce (PATH). If awarded, the PATH grant will support incumbent workers, students in a healthcare pathway and low-income students to obtain credentials and degrees that allow them to enter or advance their careers in healthcare.

Student Services also seeks ratification for the Workforce Empowerment Initiative Grant. If awarded, this grant helps low-income students earn credentials in high-demand career field by providing comprehensive support services and job placement assistance.

Workforce Institute also seeks ratification of the Rev Up EV grant. This grant provides the auto program with new EV vehicles and tool stipends for students in the auto program.

MOTION: Move to ratify the application for the Pipeline for the Advancement of the Healthcare Workforce grant in the amount of \$499,810; the application for the Workforce Empowerment Initiative grant in the amount of \$1,000,000; the Commercial Motor Vehicle Operator Safety Training grant in the amount of \$157,500 and the Rev Up EV grant in the amount of \$349,870.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Main Campus Exterior & Interior Lighting Upgrade Phase 4 –
Contractor Recommendation

DATE: July 23, 2025

Sealed proposals were requested for the Main Campus Exterior & Interior Lighting Upgrade Phase 4: Project and were received at the Construction Manager's Office on July 1st. The scope of the project includes upgrade exterior lighting in parking lots east and north of Cass Gym, exterior building lights at Sangamon and Menard overhang areas at the Main Campus, upgrade interior lighting in Cass Gymnasium and Murray Art Gallery to LED and connect to lighting control system.

The tabulation of those proposals is as follows:

Contractor	Base Bid	Alt. Bid #1 (Work at Trutter)
B&B Electric, Inc. Springfield, IL	\$178,300	\$7,050
Capital Construction Group LLC dba Egizii Electric Springfield, IL	\$193,710	\$6,042
Porter Electric Pekin, IL	\$195,841	\$6,369

The following company was issued bid documents but chose not to submit a proposal: Senergy Electric, Inc., Williamsville, IL.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Thursday, June 5, 2025, edition of the Illinois Times.

Budget Impact:

Total Funds Requested: \$203,885
(\$178,300 Bid Amount + \$7,050 Alt. #1 + \$18,535 Contingency)

Source of Funds: Protection, Health, and Safety

Projected Revenue: N/A

Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

By improving the physical environment in which instruction, study, administrative and leisure activities take place.

How will proposed agenda item be measured?

This project is measured first by completion within the predetermined budget and time allotted for completion, and then by the satisfaction of the users and stakeholders.

MOTION: Move to approve the Base Bid in the amount of \$178,300, Alternate Bid #1 in the amount of \$7,050 from B&B Electric, Inc. and to establish a project contingency in the amount of \$18,535, for an aggregate amount of \$203,885 to complete the Main Campus Exterior & Interior Lighting Upgrade Phase 4.

III. Action Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: New Board Policy 1.30 – Anti-Hazing Policy

DATE: July 23, 2025

The following is a new Board Policy 1.30 – Anti Hazing Policy

Lincoln Land Community College (the “College”) is committed to maintaining a safe and healthy educational and employment environment for everyone and does not tolerate hazing by any group or individual affiliated with the College. Hazing poses significant risks to individuals and communities, leading to severe physical, emotional, and psychological harm. It often involves activities that humiliate, degrade, or endanger participants, creating a toxic environment that undermines trust and respect. Hazing can interfere with academic performance and social relationships, fostering a culture of fear and exclusion. This policy applies to all faculty, employees, students, and other individuals participating in or attempting to participate in the College’s program or activities, including education and employment.

It is the policy of Lincoln Land Community College to comply with the amendment of the Higher Education Act of 1965 to require institutions of higher education to disclose hazing incidents, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), and all other applicable laws and local ordinances regarding unlawful hazing behavior or other misconduct.

Any student organization and individuals found to have engaged in prohibited hazing behavior will be subject to disciplinary action, up to and including student organization loss of College facility use, recognition and/or funding and termination and/or expulsion from the College. In addition to College disciplinary action, an individual or organization may be subject to civil liability or to criminal liability under Illinois’ anti-hazing or other laws.

For the purpose of this policy, it shall not be a defense that the consent of the minor or student was sought or obtained or that the conduct was sanctioned or approved by the organization.

Byer

Geographic Reporting Statements:

The College, in regard to the Annual Security Report, must disclose hazing violations committed by a student organization reported to have occurred on or in the campus' Clery geography. It does not matter whether or not the student organization is established or recognized by the institution.

The College, in regard to the Campus Hazing Transparency Report, must summarize hazing violations, found to have been committed by an established or recognized by the institution student organization, regardless of where the misconduct occurred. It does not matter whether or not the misconduct occurred on or in the campus' Clery geography.

This is 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 August 2025 meeting of the Board.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Tentative Fiscal Year 2026 Budgets

DATE: July 23, 2025

We are in the process of preparing budget documents following our June 25 Budget Workshop. Copies of the tentative budgets for fiscal year 2026 are attached as a separate document. No changes were made to the Tentative Budget after the Board Budget Workshop.

It is possible that additional adjustments may be necessary before the Final FY26 budget is adopted in September.

As required by law, the operating funds (Education and Operations and Maintenance Funds) budget must be available for public review at least 30 days prior to its adoption by the Board of Trustees. Therefore, no action is requested on the budget other than to authorize placing the tentative budget on file.

We anticipate presenting a final budget for your approval at the September meeting of the Board.

MOTION: Move to place on file for at least thirty days, for public review, the Tentative Fiscal Year 2026 Operating Budget.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: FY 2027 Capital Budget Request

DATE: July 23, 2025

Each year colleges are permitted to submit requests for state funding for construction projects. If approved, state funding provides for 75% of the funding needed for the project. The 75% funding comes in the form of Capital Development Bonds authorized by the General Assembly; hence the projects are administered by the Capital Development Board on the college's behalf. This year, the requests are due by August 1st. The projects listed below are included in the Facilities Master Plan presented to the Board of Trustees tonight.

At this time, we are recommending the below long-term priority projects be submitted for state funding. The total estimated cost for each project reflects construction, design and engineering fees, contingency, furniture, equipment, and the CDB Construction Administration Fee in 2026 dollars. Note that these estimated project totals vary from the Master Plan totals due to an escalation factor that is allowed by ICCB/CDB. The recommended projects are as follows (listed in priority order):

1. **MENARD HALL AND SANGAMON HALL RENOVATIONS**

Master Plan 2024, Long-Term Priority Project - Phase A: Project will consist of renovating the Main and Upper Levels of both buildings to improve student services and college function. The renovation in Menard Hall will include Main Level Finance and VP Suite and Upper-Level renovations to Faculty, Dean's and Adjunct Offices. The renovation in Sangamon will include Main Level Faculty Offices and Upper-Level Faculty and Dean's Offices.

Total Cost Estimate	State Share (75%)	LLCC Share (25%)
\$10,200,000	\$7,650,000	\$2,550,000

2. **SANGAMON HALL AND CASS GYMNASIUM RENOVATIONS**

Master Plan 2024, Long-Term Priority Project - Phase B: Project will consist of renovating the Main Level and Lower Level at Sangamon Hall and Main and Lower Levels of Cass Gymnasium to improve Library and academic functions as well as athletic support spaces. The scope in Sangamon Hall will include a complete renovation of the Main Level Library and classroom

spaces. Lower-Level renovations in Sangamon Hall include AIEL, Tutoring, Writing Center, Math Center, and Library seating and study area. The renovation in Cass Gymnasium will include additional offices on the Main Level and a complete renovation of the Lower Level for updated locker rooms and support/storage needs. Cass Gymnasium will also have an addition to the North side of the building for multi/purpose practice space and additional storage needs.

Total Cost Estimate	State Share (75%)	LLCC Share (25%)
\$24,700,000	\$18,525,000	\$6,175,000

3. **NEW CHILD DEVELOPMENT CENTER**

Master Plan 2024, Long-Term Priority Project - Phase C: Project will consist of construction of a new (approximate) 15,000 square foot, single-story, Child Development Center (CDC) immediately adjacent to the existing CDC. The new building will consist of Classrooms (Infants, Toddlers, Pre-school), Resource Room, Instructional Classroom, Offices, Lounge, Restrooms, Kitchen, Laundry, Observation, and other mechanical and storage support spaces. The new building will also include a new playground to support the children's development outside of the classroom.

Total Cost Estimate	State Share (75%)	LLCC Share (25%)
\$10,900,000	\$8,175,000	\$2,725,000

MOTION: Move to authorize the request for state funding for fiscal year 2027 of the projects defined herein.

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: July 23, 2025

POSITION VACANCIES

Classified

Building Custodian (FT)
Child Development Assistant (FT)
Public Safety Assistant, LLCC Jacksonville (PT)
Public Safety Assistant, LLCC Litchfield (PT)

Professional

Accountant (FT)
IT Project Manager (FT)
Police Officer (FT)
Student Records Specialist (FT)

Administrator

Program Director, Diesel Technologies (FT)

Full-time Faculty

Instructor, Basic Nurse Assistant
Instructor, English (one-year, temporary)

RESIGNATION

Elliott, Tiffany-Anne	Academic Support Programs Coordinator	07/15/2025
Lewis, Brandon	Program Navigator, WEI	07/10/2025

PROMOTION

Denton, Mion	Student Engagement Coordinator	07/01/2025
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LATERAL TRANSFER

Dean, Alexander	Student Success Advisor I	07/14/2025
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NEW HIRES

Hawks, Evan	Course Materials Coordinator	07/15/2025
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MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: July 23, 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 – 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 substantially complete. We are awaiting completion of punchlist items and closeout documents.

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

Our recommendation is before you tonight.

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)

Fire Alarm System Upgrades

We anticipate that CDB will make a recommendation for the A/E firm in July. We will seek your approval for the same firm after their board meeting.

Restricted O & M

Construction Training Lab

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

EDA Cares Act Grant

Renovate and Expand Campus Training Facilities

The project is under way.

DCEO Energy Transition Community Grant

Litchfield Science Lab Renovation

The project is under way.

Welding Lab Expansion

Development of construction documents is underway.

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.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Information Security Program

DATE: July 23, 2025

The Information Security Program Annual Update FY2025 is provided to you this evening.

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

AUGUST 2025 <ul style="list-style-type: none">• Board Meeting 8/27/25	SEPTEMBER 2025 <ul style="list-style-type: none">• Budget Adoption/Public Hearing• Fall Adjunct Faculty Listing• Board Meeting 9/24/25 in Litchfield	OCTOBER 2025 <ul style="list-style-type: none">• PHS Projects• Board Meeting 10/15/25	NOVEMBER 2025 <ul style="list-style-type: none">• Financial Audit Review• Board Meeting 11/19/25
DECEMBER 2025 <ul style="list-style-type: none">• Adopt CY25 Property Tax Levy• Board Meeting 12/15/25	JANUARY 2026 <ul style="list-style-type: none">• Spring Adjunct Faculty Listing• General Obligation Alternate Bond Levy Abatement• Board Meeting 1/28/26	FEBRUARY 2026 <ul style="list-style-type: none">• Sabbatical Leaves• Approval of Faculty Positions• Faculty Tenure & Continuing Employment Recommendations• Board Meeting 2/25/26	MARCH 2026 <ul style="list-style-type: none">• Administrative Positions• Board Meeting 3/25/26
APRIL 2026 <ul style="list-style-type: none">• Seating of Student Trustee• Board Meeting 4/22/26	MAY 2026 <ul style="list-style-type: none">• Gala• Student Recognition• Employee Recognition• Commencement 5/15/26• Board Meeting 5/27/26	JUNE 2026 <ul style="list-style-type: none">• Summer Adjunct Faculty Listing• Budget Workshop• Board Meeting 6/24/26	JULY 2026 <ul style="list-style-type: none">• FY27 Tentative Budget• Board Meeting 7/22/26

V. Strategic Discussion