

**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, May 28, 2025 at 5:30 p.m. in the Robert H. Stephens Room with Chairman Rosenthal presiding.

I. Preliminary Matters

A. Roll Call

Members present were Ms. Blimling, Dr. Davis, Mr. Elmore, Ms. Enz, Mr. Fulgenzi, Mr. Gates, Mr. Holaway, and Mr. Rosenthal.

B. Pledge of Allegiance

C. Introductions and Recognitions

D. Adoption of Agenda of the May 28, 2025 Meeting

MOTION NO. 05-28-25-1:

Mr. Gates moved to adopt the agenda of the May 28, 2025 meeting seconded by Mr. Holaway.

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

E. Hearing of Citizens – None

II. Consent Agenda

MOTION NO. 05-28-25-2:

Dr. Davis moved to:

- approve the minutes of the regular meeting of April 23, 2025;
- 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;
- approve out of state travel;
- 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;
- 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.;
- ratify the grant application for the Smart Start Workforce Grant in the amount of \$75,000;
- and approve the budget increase in the amount of \$429,245 for the Deferred Maintenance Capital Project for Fire Alarm System Upgrades project.

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

MOTION NO. 05-28-25-3:

Mr. Gates moved to approve the name change revisions to Board Policy 7.4 – Hazardous Material and Chemical Hygiene seconded by Dr. Davis.

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

B. Academic Services Division Items - None

C. Student Services Division Items – None

D. Administrative Services Division Items

1. Specific Stop Loss Insurance

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 NO. 05-28-25-4:

Mr. Elmore moved 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 seconded by Mr. Holaway.

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

B. President's Report

We have just wrapped up a time of celebration and recognition of our students and their achievements. Commencement was a great evening. We had more than 450 graduates sign up to participate this year.

There have been several pinning ceremonies and recognition ceremonies — including our Student Recognition Ceremony which was held April 28th. We recognized students with academic leadership and special awards, including the Outstanding Graduate award, which was presented to Sean McCarthy.

Three of our students — Zorah Austin, Justiss Perkins and Yasmeen Salem — have been honored as members of the Phi Theta Kappa All-Illinois Academic Team, which recognizes top community college students from across the state.

LLCC student Mary Wichmann took home the gold medal in baking and pastry arts from this year's Illinois SkillsUSA Championship. The win qualifies her to compete at the SkillsUSA National Leadership and Skills Conference in Atlanta, Georgia, June 23rd-27th.

Eleanor Stuckey received the Charles Womack Award from the Illinois Geographical Society. The award is given to one student who has excelled in both academics and extracurricular activities in the geography program at their community college. Dean Butzow, professor of geography, was honored with the 2025 Distinguished Geographer Award, which recognizes individuals who have made significant contributions to advancing geography in Illinois through teaching, research, and community involvement.

Dr. Deborah Brothers, professor of English, has been recognized as a 2025 Dale P. Parnell Distinguished Faculty Award winner by the American Association of Community Colleges. This is awarded to individuals who demonstrate passion for the students and the classroom; show willingness to support students, inside and outside the classroom; and go above and beyond to ensure that students are successful in their academic endeavors.

Derek Matlock, instructor of heating, ventilation, air conditioning and refrigeration, was recently recognized as a recipient of a 2025 NISOD Excellence Award for his outstanding contributions to the college and his unwavering commitment to student success and excellence in teaching.

The hard work of 76 of our talented art and design students was recently on display in the 2025 LLCC Juried Student Art Show in the Trutter Museum / Murray Gallery. There were a total of 206 entries, representing both art studio classes and, for the first time, integrated media design classes.

End-of-semester music concerts were also held earlier this month. The LLCC Choir performed "Time," which included a variety of music styles, including jazz, a cappella barbershop, classical, pop and folk. Our Jazz Band also performed a variety of jazz standards as well as arrangements by students in the ensemble.

We hosted the State of Illinois Career Fair on May 7th. State agencies were here to speak about job opportunities with the 160 LLCC students and community members in attendance. As a part of the event, the state held a workshop, sharing best practices for job applications.

We have also been busy hosting events for prospective students: Area high school students spent the day getting to know LLCC on April 25th during BSU Fest 2025.

On May 8th, more than 200 District 186 high school students came to campus to learn about careers and our programs in early childhood and K-12 education.

We hosted Manufacture Your Future events at our Litchfield and Jacksonville Outreach Centers. Area high school students toured local manufacturers, got to try out virtual reality trainers, heard from industry professionals and learned about LLCC Workforce Institute programs.

An Aviation Maintenance 101 event was held May 1st in which students participated in hands-on projects with sheet metal, electrical wiring, and an aircraft piston engine to introduce them to the career field and training opportunities at LLCC.

LLCC also participated in the STEAM Fair “Career Spark” at the state fairgrounds earlier this month. Nearly 2,000 eighth graders were in attendance.

LLCC is offering free Media Makers Camps for high school students and recent graduates June 2nd-July 24th in which students can get an introductory, inside-look at the field of 21st-century graphic design, also known as integrated media design — in the areas of animation, video games, social media, and video. The camps will be held at LLCC-Medical District.

Summer College for Kids will be running June 9th through July 24th with options for students from kindergarten to 10th grade. Camps include gardening, martial arts, archaeology, geology, culinary, workforce career exploration and many more. College for Kids will also be available at LLCC-Jacksonville this summer with camps including American Sign Language, Theater Adventures, Web Wizards, Math Magicians and Culinary Brunch Basics.

Career Quest Camps are being held at area schools — an ag-themed camp at Jacksonville Middle School, a construction camp at Hillsboro High School Industrial Arts Workshop, “Full STEM Ahead” at Beardstown High School/Middle School, “The Buzz About Building” at Lanphier High School, and “Try a Trade” at SCI in Litchfield.

The Employee Recognition and Appreciation Ceremony was held May 15th. The event honored this year’s Distinguished Serve Award winners, employees with service anniversaries and retirees. Distinguished Service Awards were presented to Crystal Norris (classified), Debra Bell (professional), Leslie Stalter (faculty), Andy Mitkos (administrative) and Amy Delap (adjunct faculty).

We hosted a two-day, English Corequisite micro-institute last week. The event was open to faculty, academic support partners and instructional designers across Central Illinois. The institute's goal was to help individual faculty and institutional teams develop or revise their English corequisite curriculum to better meet the needs of post-pandemic, generative AI-era developing writers.

Our solar ground-mounted installation behind the Child Development Center is now fully operational and generating renewable energy for the center. The project was funded in part by a grant from the Illinois Green Economy Network, and it is projected to offset 100% of the LLCC Child Development Center's electrical consumption and reduce carbon emissions by nearly 72 tons per year.

LLCC Community Education is again partnering with the Lincoln Home National Historic Site and Springfield Convention and Visitors Bureau this summer to present "History Cooks" a series of free cooking and baking demonstrations. The theme this year is based on favorite foods of U.S. Presidents. All programs, with the exception of May 31st, will be held on Fridays at noon at the Lincoln Home National Historic Site.

English Language Learning recognition ceremony will be held tomorrow, May 29th and the High School Diploma recognition ceremony on June 5th; Summer session begins June 9th; Our Summer Campus Visit Day will take place the evening of June 24th.

Legislative Updates:

An increase in state funding for community colleges appears unlikely in the upcoming budget. Work on the language for the Dual Credit legislation is still ongoing. There is confidence that the bill allowing community colleges to offer baccalaureate degrees will pass in the Senate. Meanwhile, the mental health legislation is also expected to pass, but since it is tied to appropriations, it may face delays.

The House Reconciliation Bill proposes significant changes to Pell Grant eligibility. Under the bill, full-time students would be required to enroll in at least 15 credit hours to qualify, and students taking fewer than 8 credits would no longer be eligible. Other legislation includes, a proposed risk sharing measure that would require institutions to repay the federal government a portion of unpaid federal student loans from their borrowers.

C. Report from Faculty Senate - None

D. Report from Faculty Association

It was reported that faculty has agreed to the collective bargaining agreement.

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 legislators are still working on the state budget. Ed Wernsing, a longtime advocate for Lincoln Land Community College recently passed away.

I. Secretary's Report

Secretary Enz reported that Community College Lobby Day was May 7. The annual ICCTA conference is June 6-7 in Bloomington-Normal where trustee training will be provided.

J. Foundation Report - None

K. Other Board Members' Reports

Ms. Blimling reported on various student activities at LLCC – Jacksonville and the main campus.

V. Strategic Discussion

VI. Executive Session

MOTION NO. 05-28-25-5:

Dr. Davis moved to hold an executive session for the purpose of discussing personnel matters, collective bargaining, and pending/imminent legal matters. Mr. Holaway seconded.

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

MOTION NO. 05-28-25-6:

Trustee Davis moved to return to open session at 6:30 p.m. seconded by Trustee Enz.

All members voted aye. PASSED

VII. Actions from Executive Session

MOTION NO. 05-28-25-7:

Trustee Gates moved approve all personnel matters seconded by Trustee Holaway.

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

MOTION NO. 05-28-25-8:

Trustee Elmore moved to ratify the Collective Bargaining Agreement negotiated between the Board of Trustees of Lincoln Land Community College District #526 and the Lincoln Land Faculty Association IFT/AFT, AFL/CIO, Local 4438 and the Adjunct Faculty Association IFT/AFT, AFL/CIO, Local 4438 for the 2025-2026, 2026-2027, 2027-2028 contract years and extend the same average salary enhancements to non-faculty employees during the term of the contract seconded by Trustee Enz.

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

VIII. Adjournment

There being no further business before the Board, the meeting was adjourned at 6:33 p.m.

Chairman Rosenthal

Secretary Enz

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Personnel Matters

DATE: May 28, 2025

We recommend the following personnel actions:

FACULTY

A. Resignation

NAME	POSITION	DISCIPLINE	EFFECTIVE DATE
Teresa Liberati	Professor	Biology	08/15/2025
Anthony Tate	Professor	Biology	05/16/2025

B. Retirement

NAME	POSITION	DISCIPLINE	EFFECTIVE DATE
William "Bill" Harmon	Professor	Agriculture	06/25/2026
Abbas Meigooni	Professor	Mathematics	05/16/2025

- C. Approve the appointment of Raven Hinton in the tenure-track position of Diagnostic Medical Sonography Instructor. Raven received an Associates in Applied Science in Radiologic Technology from Kaskaskia College and holds multiple certifications. Raven has eight years of experience as a sonographer and has been an adjunct instructor in the LLCC program since 2020. This appointment will be effective August 19, 2025 with placement on Bachelors, Step 8 of the 2024-2025 faculty salary schedule, pending completion of faculty contract negotiations.

- D. Approve the appointment of Mallory Henton in the tenure-track position of Nursing Instructor. Mallory received a Master of Science in Nursing in Leadership & Management from Illinois State University. Mallory has thirteen years of experience as a registered nurse. This appointment will be effective August 19, 2025 with placement on Masters, Step 11 of the 2024-2025 faculty salary schedule, pending completion of faculty contract negotiations.

- E. Approve the assignment of Professor Ryan Roberts to serve in an interim dean role, taking on administrative responsibilities for academic support resources. This assignment will be effective May 19, 2025 and continue through August 15, 2025. Professor Roberts will be compensated 9 contact hours of overload for this assignment.

ADMINISTRATIVE

- A. Approve the appointment of Dr. Corrine Hinton, the current Dean of English & Humanities, as Dean to a newly created department that merges the departments of English & Humanities and Arts & Communication. This appointment will be effective May 19, 2025 with placement in salary grade O.