
LLCC Board of Trustees Regular Meeting

August 27, 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, August 27, 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 August 27, 2025 Meeting
- D. Introductions and Recognitions
- E. Hearing of Citizens
- F. Tour Construction Lab

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of July 23, 2025
- B. Ratify Payment of All Cash Disbursements for July and the June and July 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
 - 1. Ratification of Transfers to/from Restricted Fund, Auxiliary Fund and Operations and Maintenance Restricted Fund
- E. Purchasing
 - 1. Consortium of Academic and Research Libraries in Illinois (CARLI) Membership Fees and Electronic Resource/Service
 - 2. YBP Book Purchases
 - 3. Purchase of Dell Computers
 - 4. FY26 Central IL Produce Blanket Purchases
 - 5. Digital Marketing Renewal
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report
 - 2. Entrinsik Enrole SaaS Subscription
 - 3. UpGuard Professional – Vendor Management System
- G. Monthly Grant Status Report
- H. Facility Leases
 - 1. LLCC Foundation Farm Lease Extension
- I. Construction Items
 - 1. Selection of Engineering Firm for Deferred Maintenance Capital Project – Fire Alarm System Upgrades

III. Action Agenda

- A. Policies
 - 1. New Board Policy 1.30 Anti Hazing
 - 2. Revisions to Board Policy 8.40 – Faculty Title System
- B. Academic Services Division Items
- C. Student Services Division Items
- D. Administrative Services Division Items
- 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 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. Pending/Imminent Legal Matters

VII. Actions from Open/Executive Session

- A. Approval of Personnel Matters

VIII. Adjournment

I. Preliminary Matters

II. Consent Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratify Payments of All Cash Disbursements for July and the June and July Treasurer's Reports

DATE: August 27, 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 July, 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 months ending June 30, 2025, and July 31, 2025.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during July 2025 and ratify the June 30, 2025, and July 31, 2025, Treasurer's Reports.

MEMORANDUM**AGENDA ITEM II.C.2****TO:** Members, LLCC Board of Trustees**FROM:** Charlotte J. Warren
President**SUBJECT:** Out-of-State Travel**DATE:** August 27, 2025

Name	Meeting	Location	Purpose	Amount
Butzow, Dean	National Council of Geographic Educators Conference	Omaha, NE	Faculty Development	\$1,373
Davis, Vicki	ACCT Leadership Congress	New Orleans, LA	Trustee Development	\$3,320
Dockter, Jason	Gardner Institute CAO Retreat	Asheville, NC	Professional Development	\$1,755
Ervin, Tim	SCUP Midwest Region Conference	Detroit, MI	Professional Development	\$1,895
Fulgenzi, Jeff	ACCT Leadership Congress	New Orleans, LA	Trustee Development	\$3,320
Hinton, Corrine	MLA Convention	Toronto, Canada	Professional Development	\$3,225
Hovey, Christie	Business Development Committee Meeting	Reston, VA	Faculty Development	\$0*
Jones, Chad & Woman's BB Team	Athletic Team Travel	West Burlington, IA	Game	\$1,920
Jones, Chad & Woman's BB Team	Athletic Team Travel	Hillsboro, MO	Game	\$360
Jones, Chad & Woman's BB Team	Athletic Team Travel	Wauwatosa, WI	Game	\$1,920
Lamb, Jolene	Entrinsik Conference	Raleigh, NC	Professional Development	\$2,625

Messina, Leslie & Softball Team	Athletic Team Travel	Branson, MO	Game & Tournament	\$5,662
Messina, Leslie & Softball Team	Athletic Team Travel	Fulton, MO	Game	\$504
Messina, Leslie & Softball Team	Athletic Team Travel	Kilgore, TX & Bossier, LA	Game & Tournament	\$1,722
Phillips, Kellee & Volleyball Team	Athletic Team Travel	Cedar Rapids, IA	Kirkwood Invitational	\$2,420
Phillips, Kellee & Volleyball Team	Athletic Team Travel	Madison, WI	Madison College Invitational	\$2,570
Phillips, Kellee & Volleyball Team	Athletic Team Travel	Kansas City, KS	Johnson County Tournament	\$2,320
Ralph, Nicole	CUPA-HR Annual Conference	Denver, CO	Professional Development	\$2,752
Taylor, Kirsten	CUPA-HR Annual Conference	Denver, CO	Professional Development	\$1,510
Shanklin, Chuck & Men's Basketball Team	Athletic Team Travel	Wauwatosa, WI	Game	\$360
Meyer, David & Soccer Team	Athletic Team Travel	Madison, WI	Madison College Invitational	\$5,112
Torricelli, Steve & Baseball Team	Athletic Team Travel	Indianapolis, IN	Tournament	\$3,178
Torricelli, Steve & Baseball Team	Athletic Team Travel	Vincennes, IN	Tournament	\$6,312
Torricelli, Steve & Baseball Team	Athletic Team Travel	Millington, TN	Tournament	\$6,312
Sanders, Karen	CASE Conference	New Orleans, LA	Professional Development	\$2,741
Smith, Lori	CASE Conference	New Orleans, LA	Professional Development	\$2,927
Bruntjen, Sarah	CASE Conference	New Orleans, LA	Professional Development	\$2,741

**Outside Funding*

Athletic Team Travel is split between operating funds and auxiliary funds.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratification of Transfers to/from Operating, Restricted, Auxiliary
and O & M Restricted Funds

DATE: August 27, 2025

The Public Community College Act provides authorization for the permanent transfer of funds in the Operating Funds to the Operations and Maintenance Restricted Fund, Auxiliary Fund, and Restricted Fund. To close out the books for auditing purposes the transfers have been completed, and Board ratification is requested.

At the February 28, 2007 meeting of the Board of Trustees, the establishment of a \$3.50 per credit hour infrastructure fee was approved to support the infrastructure needs of the college. A transfer was made on June 30th from the Operations and Maintenance Fund to the Operations and Maintenance Fund Restricted, for the amount collected and unspent infrastructure fee revenues in FY 2025 in the amount of \$307,057.49.

Program support for Child Development Center and Community Education was budgeted in the Education Fund in the FY 2025 Budget. A transfer of \$404,254.09 was made on June 30th from the Education Fund to the Auxiliary Fund.

Transfers were made on June 30th from the Education Fund to the Restricted Fund totaling \$4,550,000 and to the Operations & Maintenance Restricted Fund totaling \$3,000,000.00. Transfers were made on June 30th from the Operating and Maintenance fund totaling \$775,000 to the Operations & Maintenance Restricted Fund. The primary purposes of these transfers are to assist the College in providing for replacement of institutional equipment and furnishings, add to the Operating Sustainability, Activity Fee, Institutional Construction, and Technology Initiatives.

MOTION: Move for ratification of the attached resolution permanently transferring from the Education Fund \$3,000,000 to Operations and Maintenance Restricted Fund, \$404,254.09 to the Auxiliary Fund, \$4,550,000 to the Restricted Fund and from the Operations and Maintenance Fund \$1,082,057.49 to the Operations and Maintenance Restricted Fund.

RESOLUTION
AUTHORIZING THE TRANSFER OF THE FOLLOWING FUNDS

WHEREAS, the Board of Trustees of Community College District No. 526, Counties of Bond, Cass, Christian, DeWitt, Fayette, Greene, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Sangamon, Scott and State of Illinois budgeted for the transfer of funds; and

WHEREAS, the amount of FY 2025 budgeted education funds is \$1,425,760.

WHEREAS, the amount of FY 2025 budgeted operation and maintenance funds is \$319,970.

WHEREAS, the Public Community College Act provides authorization for the transfer of excess funds in the Operating Funds to the Restricted Fund, Auxiliary Fund and Operations and Maintenance Restricted Fund; and

NOW, THEREFORE BE IT RESOLVED, that the Treasurer of this District is hereby directed to transfer \$1,082,057.49 from the Operations and Maintenance Fund to the Operations and Maintenance Restricted Fund and transfer \$7,954,254.09 from the Education Fund of \$3,000,000 to the Operations and Maintenance Restricted Fund of \$404,254.09, to the Auxiliary Fund and \$4,550,000 to the Restricted Fund.

Signature _____
(Board Chair)

Witness _____
(Board Secretary)

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Consortium of Academic and Research Libraries in Illinois
(CARLI) Membership Fees and Electronic Resource/Service
Purchases for Library

DATE: August 27, 2025

The Consortium of Academic and Research Libraries in Illinois (CARLI) is LLCC's primary academic library consortium and acts as the Library's broker for database, electronic journal, electronic book, and streaming media purchased content. CARLI also provides the Library's unified management system (I-Share and Alma) and other resource services. This blanket purchase order represents the membership fee for the consortium, the I-Share assessment fee for the library unified management system, and 28 electronic resources and services.

Budget Impact:

Total Funds Requested: \$108,362
Source of Funds: Operational Funds
Projected Revenue: N/A
Projected Savings: N/A

Return On Investment: For each dollar invested in CARLI activities in FY24, LLCC's return was \$2.26 in services and resources.

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

Students can access reputable and scholarly information through electronic resources provided through the Library. Subscribing to electronic resources allows all students, including remote and face-to-face students, the same opportunities of accessing information for learning and enrichment.

How will proposed agenda item be measured?

Electronic resource usage statistics are regularly collected and evaluated. Library faculty members assess the effectiveness and usefulness of online resources annually and make changes to the subscription package based on curricular needs and collection development criteria.

MOTION: Move to approve the purchase order in the total amount of \$108,362 for payment of the CARLI membership fee, I-Share assessment fee, and 28 electronic resources and services.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: YBP Book Purchases for Library

DATE: August 27, 2025

YBP is the Library's primary book vendor for print and electronic formats, and LLCC benefits from discounts negotiated by the University of Illinois Libraries. The 18% discount is based on volume ordered by the University of Illinois, and this discount is offered to all CARLI member libraries regardless of their own purchase volume. This blanket purchase order also represents access to YBP's online ordering interface.

Budget Impact:

Total Funds Requested: \$85,320
Source of Funds: Operational Funds
Projected Revenue: N/A
Projected Savings: N/A

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

Students can access reputable and scholarly print and electronic books for research and information needs through the Library. All information resources purchased by the Library support LLCC's curriculum.

How will proposed agenda item be measured?

Review usage data and compare list prices of books purchased with discounted prices.

MOTION: Move to approve the purchase order in the total amount of \$85,320 for buying print and electronic books throughout FY26 from YBP.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Purchase of Dell Computers

DATE: August 27, 2025

Board approval is requested for the purchase of 360 desktop computers (PCs) for classroom PC lifecycle maintenance. PCs are for computer labs and classrooms located in LLCC Jacksonville, LLCC Litchfield, LLCC Medical District, LLCC Springfield (Main Campus), and LLCC Taylorville.

Additionally, Board approval is requested for 90 laptops to maintain the employee laptop lifecycle replacements across the staff and faculty of LLCC.

Lifecycle Maintenance (Kreher CAD/Horticulture Lab Only):

Device	Qty.	Unit Cost	Total	Fund
PC	19	\$ 1,777.40	\$ 33,770.60	Tech Fee

Classroom Lifecycle Maintenance:

Device	Qty.	Unit Cost	Total	Fund
PC	341	\$ 801.30	\$ 273,243.30	Tech Fee

Employee Laptop Lifecycle:

Device	Qty.	Unit Cost	Total	Fund
Laptop	90	\$ 864.58	\$ 77,812.20	FFE

Budget Impact:

Total Funds Requested:	\$ 384,826.10
Source of Funds:	Tech Fee: \$ 307,013.90
	FFE: \$ 77,812.20
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will the proposed agenda item impact student learning?

Replacing the computers will provide faculty and students with critical up-to-date technology for improved student learning.

How will the proposed agenda item be measured?

The effectiveness of student learning through new technology.

MOTION: Move to approve the purchase of 360 desktop computers (PCs) and 90 laptop computers, at a total cost of \$384,826.10.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: FY26 Central IL Produce Blanket Purchases

DATE: August 27, 2025

Board approval is requested to establish a blanket purchase order for the purchase of products for use in the Culinary Department, in accordance with 105 ILCS 5/10-20.21, Sec. 10-20.21., which exempts contracts for the purchase of perishable foods and perishable beverages from the bid requirement.

VENDOR	PURCHASE	AMOUNT
Central IL Produce	Products for Culinary Department	\$50,000

Budget Impact:

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

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

Providing students with the required course materials is essential for student learning.

How will proposed agenda item be measured?

N/A

MOTION: Move to approve the establishment of a blanket purchase order in the amount of \$50,000 for the purchase of supplies from Central IL Produce.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Digital Marketing Renewal

DATE: August 27, 2025

The College issued an invitation to bid for digital marketing services, including social media, search engine marketing and online advertising for the 2024-2025 academic year. The bid specifications included a one-year renewal option for 2025-2026. GradComm was awarded the contract and PRM recommends exercising the renewal option for the upcoming year.

The College seeks approval to exercise the renewal option for fiscal year 2026, covering an 11-month period from September 2025 through July 2026. Pricing includes social media, search engine marketing, and online advertising services.

Budget Impact:

Total Funds Requested:	\$68,080
Source of Funds:	Operating Funds
Projected Revenue:	N/A
Projected Savings:	N/A

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

Digital marketing increases the knowledge and awareness of college programming and learning opportunities and enhances engagement with perspective students, clarifying avenues to reach their educational goals.

How will proposed agenda item be measured?

By monitoring campaign effectiveness through a real-time online dashboard and monthly recap reports of metrics that illustrate the results of the campaign and recommendations for improved results.

MOTION: **Move to approve a purchase order to GradComm for the college's digital marketing services for September 2025 through July 2026 for a total cost of \$68,080.**

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: August 27, 2025

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

The Health Professions Department seeks approval to enter into Clinical Site Agreements with Advance Physical Therapy, Consonus Rehabilitation, and Mason District Hospital for students enrolled in the College's Occupational Therapy Assistant Program.

The Health Professions Department seeks approval to amend the Clinical Site Agreement with Springfield Clinic to include the Cardiovascular Sonography and Medical Laboratory Technician Programs.

The Social Sciences and Business Department seeks approval to enter into an Affiliation Agreement with On Track Car Wash for students enrolled in the college's Criminal Justice Program.

The Culinary Institute seeks approval to enter into an Affiliation Agreement with the Springfield Elks for students enrolled in the college's Culinary Program.

The Social Sciences and Business Department seeks approval to enter into an Affiliation Agreement with Fastenal for students enrolled in the college's Business Program.

MOTION: Move to approve the Clinical Site Agreements with Advance Physical Therapy, Consonus Rehabilitation and Mason District Hospital; the amendment to the Clinical Site Agreement with Springfield Clinic and the Affiliation Agreements with On Track Car Wash, Springfield Elks and Fastenal.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Entrinsik Enrole SaaS Subscription

DATE: August 27, 2025

Board approval is requested to contract with Entrinsik for the annual subscription of Enrole SaaS to manage class scheduling and student registration for Community Education, LLCC Medical District and Workforce programs for \$27,600.

Budget Impact:

Total Funds Requested:	\$27,600
Source of Funds:	Operating Funds
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Entrinsik Enrole SaaS allows the college to provide better class management and enrollment services for prospective and current students in programs and classes offered by Community Education, LLCC Medical District and Workforce.

How will proposed agenda item be measured?

Student enrollment and student engagement in Community Education, LLCC Medical District and Workforce programs.

MOTION: Move to approve the annual contract with Entrinsik for Enrole SaaS subscription at a total cost of \$27,600.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: UpGuard Professional – Vendor Management System

DATE: August 27, 2025

Board approval is requested for a 24-month subscription and support services contract for UpGuard Professional vendor management system in the amount of \$60,398.50.

Service	Cost
Year 1	\$ 39,999.00
Year 2	\$ 39,999.00
24-Month Contract Discount	\$ 19,599.50
Total	\$ 60,398.50

The above services are GLBA compliance requirements expected to be reported on the college's annual IT audit and cybersecurity questionnaire.

Budget Impact:

Total Funds Requested: \$60,398.50
Source of Funds: LPS
Projected Revenue: N/A
Projected Savings: \$19,599.50

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

Help support the operation of the college by identifying and mitigating information security risks and vulnerabilities for information technology vendors.

How will proposed agenda item be measured?

Improving security screening of software provided by vendors.

MOTION: Move to approve the 24-month subscription and support services contract for UpGuard Professional Vendor Management System for \$60,398.50.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: August 27, 2025

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

The Advancement Office seeks ratification of the grant application for the Illinois Cooperative Work Study Grant. If awarded, this grant will provide internship opportunities for students in Business, Accounting, Agriculture, and Computer Science--particularly those from underrepresented backgrounds such as first generation, low income, and/or students with disabilities.

MOTION: Move to ratify the grant application for the Illinois Cooperative Work Study Grant in the amount of \$16,800.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: LLCC Foundation Farm Lease Extension

DATE: August 27, 2025

The LLCC Foundation Board of Directors approved a farm lease extension with Jems Family Farm, Inc. at the July 30, 2025 Board of Directors' meeting and recommended it for approval to the LLCC Board of Trustees.

The rate would be \$310 per acre for 120 acres for a three-year lease effective March 1, 2026 and continuing through February 28, 2029.

MOTION: Move to extend the LLCC Foundation farm lease with Jems Family Farm, Inc. for a three-year period at a cash rent of \$310 per acre with the terms and conditions of the farm lease agreement.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Selection of Engineering Firm for Deferred Maintenance Capital Project - Fire Alarm System Upgrades

DATE: August 27, 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. As the project is managed by the Capital Development Board (CDB), it is the responsibility of LLCC to work in conjunction with CDB to select an engineer. CDB will then negotiate and administer a contract between CDB and the engineering firm.

CDB chose to select the engineering firm utilizing their internal QBS process instead of allowing LLCC to recommend a company the College has worked with in the past. CDB approved the selection of WRF Engineers LLC, Edwardsville, IL to provide engineering services for this project. The College has not previously worked with WRF Engineers LLC.

As the engineer selection moves through the CDB, your recommendation of award is required to complete the process.

MOTION: Move to recommend the firm of WRF Engineers LLC to the Capital Development Board as mechanical engineers for the Deferred Maintenance Capital Project - Fire Alarm System Upgrades.

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: August 27, 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.

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.

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

MOTION: Move to approve the new Board Policy 1.30 – Anti Hazing Policy.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revisions to Board Policy 8.40 - Faculty Title System

DATE: August 27, 2025

The following revisions to Board Policy 8.40 reflect changes to the faculty title system per the faculty contract. All current faculty hired prior to 9/1/2009 have title of Professor, so this grandfather language is no longer necessary.

Policy Statement:

Full-time faculty shall be granted the following titles: Professor, Associate Professor, Assistant Professor, or Instructor, in accordance with the following guidelines:

1. Education and relevant experience are determined by the faculty member's placement on the current salary schedule.
- ~~2. Tenure at LLCC is a stipulation for the title of associate professor and professor, including faculty qualifying under the grandfather clause below.~~
3. Any full-time faculty member who does not fall into the category of assistant, associate, or professor will have the title of instructor.
- ~~4. Grandfather clause: For full-time faculty hired prior to September 1, 2009, the following guidelines apply:~~

~~Bachelor's degree & Higher & Step 6 ————— Assistant Professor~~
~~Bachelor's degree & Higher & Step 10 & tenure ————— Associate Professor~~
~~Bachelor's degree & Higher & Step 15 & tenure ————— Professor~~

Placement on Current Salary Schedule (Column and Step)

Title	Doctorate	Masters + 45	Masters + 30	Masters + 15	Masters	Bachelors
Professor	4 or >	6 or >	10 or >	15 or >	20	X
Associate Professor	3	4-5	6-9	10-14	15-19	20
Assistant Professor	0-2	3	4-5	6-9	10-14	15-19
Instructor	X	0-2	0-3	0-5	0-9	0-14

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 September 2025 meeting of the Board.

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: August 27, 2025

POSITION VACANCIES

Classified

Child Development Assistant (FT)
Program Assistant, Student Engagement & Wellbeing (FT)
Public Safety Assistant, LLCC Litchfield (PT)

Professional

Electronic Resources & Library Systems Manager (FT)
Program Navigator, PATH (FT)
Student Success Advisor I (FT)
Student Support Specialist (FT)
Tutoring Coordinator (FT)

Administrator

Program Director, Diesel Technologies (FT)

Full-time Faculty

Instructor, Diesel Technologies
Instructor, English (one-year, temporary)

TRANSFERS

Young, Carley	Student Records Specialist	08/14/2025
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NEW HIRES

Haywood, Joshua	Building Custodian	08/14/2025
Richey, Kevin	Public Safety Assistant, LLCC-Jacksonville	08/21/2025

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: August 27, 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

The project is under way.

Small Projects – FY25

FY25 Parking Lot & Sidewalk Improvements

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

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

Portions of this project are substantially complete at Litchfield and Taylorville. We are awaiting completion of the remainder of the scope at Jacksonville and the Springfield Campus.

Deferred Maintenance Capital Project (CDB Managed)

Fire Alarm System Upgrades

The Capital Development Board is prepared to enter into a contract with WRF Engineers LLC. We have a board memo before you tonight to approve the same.

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.

AGENDA MASTER CALENDAR

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 Gala 4/25/26 Board Meeting 4/22/26
MAY 2026 <ul style="list-style-type: none"> 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 	AUGUST 2026 <ul style="list-style-type: none"> Board Meeting 8/26/26

V. Strategic Discussion