

**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, July 23, 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, Mr. Elmore, Ms. Enz, Mr. Gates, Mr. Holaway, and Mr. Rosenthal. Mr. Fulgenzi was absent. Dr. Davis arrived during the meeting.

B. Pledge of Allegiance

C. Introductions and Recognitions - None

D. Adoption of Agenda of the July 23, 2025 Meeting

MOTION NO. 07-23-25-1:

Mr. Elmore moved to adopt the agenda of the July 23, 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. 07-23-25-2:

Mr. Gates moved to:

- approve the minutes of the regular meeting of June 25, 2025;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and wire transactions issued during June 2025;
- approve out of state travel;
- 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;
- approve the purchase of Fortinet network equipment from RL Canning in the amount of \$274,183;
- approve a purchase order to Timi's Tours for transportation services at the total estimated cost of \$199,500;
- approve the affiliation agreement with Incredibly Delicious and with Murrayville Mixed Animal Clinic;
- approve renewing the annual Microsoft Campus Software and Server agreements from CDW-G at a total cost of \$125,363.84;
- approve the one-year Adobe Creative Cloud Enterprise Term License agreement at a total cost of \$49,214.40;
- approve the three-year service agreement with Freshworks, Inc. at a total cost of \$41,884.14;
- approve the three year-service and software agreement for S.A.F.E from AM Simpkins & Associate at an approximate cost of \$61,553.92;
- 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 and
- 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.

Ms. Enz seconded.

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

III. Action Agenda

A. Policies

1. New Board Policy 1.30 – Anti Hazing Policy

Clery laws require the college to have an Anti-Hazing policy. Therefore, 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.

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.

B. Academic Services Division Items - None

C. Student Services Division Items – None

D. Administrative Services Division Items

1. Tentative Fiscal year 2026 Budgets

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 NO. 07-23-25-3:

Mr. Gates moved to place on file for at least thirty days, for public review, the Tentative Fiscal year 2026 Operating Budget seconded by Mr. Holaway.

Upon roll call vote Ms. Blimling (advisory), Mr. Elmore, Ms. Enz, Mr. Gates, Mr. Holaway, and Mr. Rosenthal voted aye. PASSED

2. FY 2027 Capital Budget Request

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 NO. 07-23-25-4:

Ms. Enz moved to authorize the request for state funding for fiscal year 2027 of the projects defined herein seconded by Mr. Gates.

Upon roll call vote Ms. Blimling (advisory), Mr. Elmore, Ms. Enz, Mr. Gates, Mr. Holaway, and Mr. Rosenthal voted aye. 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

The Information Security Program Annual Update FY 2025 was provided to the board.

5. Advancement Office – None

6. Executive Division

a. Review of Agenda Master Calendar

Dr. Davis arrived at 5:47 p.m.

B. President's Report

Summer session will be wrapping up next week for students. The fall semester will start on August 25th. Enrollment continues to look good; we are seeing increases over last fall. We will be holding extended hours for fall enrollment the week of August 18th, including Saturday, August 23rd from 10 a.m. to 1 p.m.

New implemented federal screening for financial aid eligibility is causing delays in payment for some students.

Twenty-nine LLCC Agriculture students participated in a week-long agricultural industry tour in Italy this summer. Tour stops included locations in Rome, Tuscany, Siena, and Florence. Students visited Italy's leading designer and manufacturer of agricultural machinery and farms with grains, fodder crops, vegetables, cheese, dairy cow breeding and production, hazelnut, and olive production.

LLCC-Taylorville will be hosting a Business After Hours event on Wednesday, August 6th. We are pleased to be a part of this Greater Taylorville Chamber of Commerce event, and it will be an opportunity for members to get better acquainted with our new LLCC-Taylorville director, Elizabeth Fines-Workman, who began on June 30th.

We will be hosting the 2025 Peaceful Partners Illinois Domestic Violence Conference in September. The conference is focused on the role of technology and staying safe in a digital world. The conference will provide 6.25 continuing education units for Illinois certified domestic violence professionals, nurses, counselors, social workers and more.

We held Workforce Institute Information Sessions earlier this month. 17 prospective students spoke with instructors, learned about the training and career pathways for: Commercial Electrical & Industrial Maintenance, Automotive Technology, Hospitality Management & Culinary Arts, and Aviation.

Leslie Messina has been named our new head softball coach. She formerly served as an assistant softball coach for us and has 17 years of coaching experience at the community college level. She replaces John Marsaglia, who retired after 12 years leading Loggers softball. During that time, he compiled 394 wins and was named the Mid-West Athletic Conference Coach of the Year five times.

Biology Professor Tony Rothering shared the final spring 2025 report from LLCC's Bird Banding Station. It was our 25th banding season (12th spring season) since the station began in 2012. The data collected is added to a global database that tracks such information as migration patterns and population growth. A few of the highlights from the report — 1,211 birds of 75 species were banded over 25.5 banding days. Some of the more interesting recaptures were a Red-bellied Woodpecker that was originally banded in the fall of 2018 and a Blue Jay, a Brown-headed Cowbird, and a House Sparrow, which were all originally banded in the fall of 2019. Also, they added one new species to the station total this spring — Harris's Sparrow.

Our Community Education folks have been working with the Motherland Gardens Project in Springfield to help introduce students to the nutritional value of vegetables and ways to prepare them. They have practiced cooking skills by making fresh garden salsa and mini pizzas topped with fresh vegetables.

The last Media Makers Camps for the summer are being held this week. They provide an introduction to our integrated media design program for high school students and recent graduates. There were 43 participants this year. The camps were funded through an Accelerated Training Opportunities in Manufacturing and Technology grant from the U.S. Department of Labor.

Summer College for Kids is also holding its last camps of the summer this week. There were 53 face-to-face camps and a total of nearly 600 participants. One of the camps held earlier this month was "Make, Bake and Donate" in which youth prepared a variety of baked goods, including made-from-scratch dog treats, breads, and cupcakes. Then, the students donated nearly 800 of these baked goods to local charities and animal shelters. Pawfficer Ember served as quality control, sampling the dog treats before they went out.

About 90 people attended Community Education's most recent "History Cooks" demonstration at the Lincoln Home National Historic Site. This year's theme is U.S. Presidents, and there are two more presentations yet this summer on Fridays at noon that will feature demonstrations of favorite foods of John Adams and Thomas Jefferson.

Our Adult Education program is currently operating through grant funding; federal funds were recently halted. While state funding remains stable for now, future funding is uncertain. Given these circumstances, there was discussion of how to manage the future of this program. To date, we have restructured parts of the program including increasing class size to reduce the number of classes and therefore reduce costs. Mr. Gates and Dr. Davis expressed concern and would like administration to look for other funding to keep this program operating.

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 - None

I. Secretary's Report

Ms. Enz reminded everyone that the next ICCTA meeting will be held at the Crowne Plaza, Springfield, IL.

J. Foundation Report - None

K. Other Board Members' Reports - None

V. Strategic Discussion - none

VI. Executive Session

MOTION NO. 07-23-25-5:

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

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

MOTION NO. 07-23-25-6:

Trustee Davis moved to return to open session at 7:24 p.m. seconded by Trustee Holaway.

All members voted aye. PASSED

VII. Actions from Executive Session

MOTION NO. 07-23-25-7:

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

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

MOTION NO. 07-23-25-8:

Trustee Gates moved to approve and release Executive Session Minutes without redaction:

Regular Board Meeting, January 21, 2025
Regular Board Meeting, February 26, 2025
Regular Board Meeting, March 26, 2025
Regular Board Meeting, April 23, 2025

Regular Board Meeting, May 28, 2025
Regular Board Meeting, June 25, 2025

and to continue confidentiality of Executive Session recordings, and to authorize and direct the Board Secretary to destroy such recordings on or after the identified dates:

Regular Board Meeting, January 21, 2025
authorized destruction date – July 22, 2026

Regular Board Meeting, February 26, 2025
authorized destruction date – August 27, 2026

Regular Board Meeting, March 26, 2025
authorized destruction date – September 27, 2026

Regular Board Meeting, April 23, 2025
authorized destruction date – October 24, 2026

Regular Board Meeting, May 28, 2025
authorized destruction date – November 29, 2026

Regular Board Meeting, June 25, 2025
authorized destruction date – December 26, 2026

Dr. Davis seconded.

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

VIII. Adjournment

There being no further business before the Board, the meeting was adjourned at 7:25 p.m.

Chairman Rosenthal

Secretary Enz

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Personnel Matters

DATE: July 23, 2025

We recommend the following personnel actions:

FACULTY

- A. Approve the assignment of Assistant Professor Kody Letterle to serve as Interim Director, Diesel Technologies. This assignment will be effective July 1, 2025 and continue through December 31, 2025. Assistant Professor Letterle will be compensated 7.5 contact hours of overload for the summer term period of July 1, 2025 – August 15, 2025 and 7 contact hours of overload for the fall term period of August 16, 2025 – December 31, 2025.
- B. Approve the appointment of Stephanie Heaton-Clinard in the tenure-track position of Basic Nurse Assistant Instructor. Carrie received an Associate Degree in Nursing from Lincoln Land Community College and is currently working on a Bachelor of Science in Nursing from Chamberlain University. Stephanie has ten years of experience in nursing and is currently an adjunct instructor at LLCC. This appointment will be effective August 18, 2025 with placement on Bachelors, Step 9 of the 2025-2026 faculty salary schedule.
- C. Approve the one-semester, temporary appointment of Kristen Huffman as Biology Instructor for Fall 2025. Kristen received a Master of Science degree in Biology from University of Saint Joseph. Kristen is a current adjunct and has twelve years of teaching and science lab experience. This appointment will be effective August 18, 2025 with placement on Masters, Step 10 of the 2025-2026 faculty salary schedule.