
LLCC Board of Trustees Regular Meeting

September 24, 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

MISSION STATEMENT

The mission of Lincoln Land Community College is to transform lives and strengthen our communities through learning.

**BOARD OF TRUSTEES
LINCOLN LAND COMMUNITY COLLEGE
ILLINOIS COMMUNITY COLLEGE DISTRICT #526**

**PUBLIC HEARING ON FY2026 COLLEGE BUDGET
WEDNESDAY, SEPTEMBER 24, 2025
5:30 P.M.**

**AGENDA
REGULAR MEETING**

Immediately Following Public Hearing on the Budget
Lincoln Land Community College
1 Lincoln Land Drive
Litchfield, IL

I. Preliminary Matters

- A. Roll Call
- B. Pledge of Allegiance
- C. Adoption of Agenda of the September 24, 2025 Meeting
- D. Introductions and Recognition
- E. Hearing of Citizens
- F. Litchfield Presentation

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of August 27, 2025
- B. Ratify Payment of All Cash Disbursements for August and the August 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
- E. Purchasing
 - 1. Electronic Vehicle Trainer
 - 2. Electric Lift Truck
 - 3. Third Party Printing Vendor
 - 4. Auto Scan Tools
 - 5. Facilities Truck
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report
 - 2. Three-year TechGuard Security Services Contract
 - 3. LinkedIn Recruiter Contract Renewal
 - 4. E2E Advising
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
 - 1. Interior Wayfinding Phase 2 – Contractor Recommendation
 - 2. Asbestos Abatement

III. Action Agenda

- A. Policies
 - 1. Revision to Board Policy 8.40 Faculty Title System (action)
 - 2. Revision to Board Policy 5.47 - Volunteer Emergency Worker Higher Education Protection (1st read)
- B. Academic Services Division Items
- C. Student Services Division Items
- D. Administrative Services Division Items
 - 1. FY 2026 Budgets
- 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. Faculty Tenure and Continuing Employment Recommendations
- C. Pending/Imminent Legal Matters

VII. Actions from Open/Executive Session

- A. Approval of Personnel Matters
- B. Approval of Faculty Tenure and Continuing Employment Recommendations

VIII. Adjournment

I. Preliminary Matters

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Litchfield Presentation

DATE: September 24, 2025

Jessie Blackburn, Director, LLCC-Litchfield will provide an overview of LLCC – Litchfield.

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 August and the August Treasurer's Report

DATE: September 24, 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 August, 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 August 31, 2025.

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

MEMORANDUM**AGENDA ITEM II.C.2****TO:** Members, LLCC Board of Trustees**FROM:** Charlotte J. Warren
President**SUBJECT:** Out-of-State Travel**DATE:** September 24, 2025

Name	Meeting	Location	Purpose	Amount
Anderson, Laura	Southeastern College Art Conference	Cincinnati, OH	Professional Development	\$1,188
Gates, Gordon	2025 ACCT Leadership Conference	New Orleans, LA	Trustee Travel	\$3,519
McDonald, Chris	National Collegiate Honors Council Annual Conference	San Diego, CA	Professional Development	\$3,105
Norris, Crystal	National Collegiate Honors Council Annual Conference	San Diego, CA	Professional Development	\$3,105
5 Honors Students	National Collegiate Honors Council Annual Conference	San Diego, CA	Student Leadership Development	\$8,180
Murphy, Janelle	Radiology Educators for the Midwest Meeting	Davenport, IA	Professional Development	\$96
Murphy, Janelle	JRCERT Site Visit - Bucks County Community College	Bristol, PA	Professional Development	\$0*
Roberts, Ryan	Research & Julian Barnes Literary Event	London, England	Professional Development	\$5,086
Smith, Nichole	AccredX Conference	Louisville, KY	Professional Development	\$1,730
Sneyd, Anabelle	AccredX Conference	Louisville, KY	Professional Development	\$2,301

VanMeter, Brianna	CAEL Conference	Memphis, TN	Professional Development	\$2,856
Warren, Charlotte	AACC Board Meetings	Arlington, VA	Administrative Travel	\$2,471
Wilson, Diane	Accreditation Site Visit	Grand Prairie, TX	Professional Development	\$0*

**Outside Funding*

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Electronic Vehicle Trainer

DATE: September 24, 2025

The College issued a Request for Proposals from qualified vendors that provide electronic vehicle (EV) educational tools and equipment.

Bidder	Total Cost
Legacy EV Gilbert, AZ	\$82,400

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Monday, August 11, 2025, edition of the State Journal Register.

In addition to the bidder above, the solicitation was also sent to: Switch Vehicles, Sebastopol, CA and Toolkit Technologies, Austin, TX.

Budget Impact:

Total Funds Requested: \$82,400
Source of Funds: Operating Funds
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Students and instructors will have access to this trainer and will be provided a hands-on learning experience that supplements their classroom learning.

How will proposed agenda item be measured?

N/A

MOTION: Move to approve a purchase order to Legacy EV that provides electronic vehicle educational tools and equipment at the total estimated cost of \$82,400 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2026-02.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Electric Lift Truck

DATE: September 24, 2025

The College requests approval to purchase a FC 5700 Series electric lift truck for the newly renovated Construction Training Lab, designated for use by the Workforce Construction Occupations Program.

The program director has identified the required equipment and obtained a quote from Crown Lift Trucks-Bloomington, utilizing Sourcewell contract 053024-CRO.

Budget Impact:

Total Funds Requested:	\$62,885
Source of Funds:	Perkins Grant
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

The acquisition of this lift truck will directly enhance hands-on training opportunities for students enrolled in the Workforce Construction Occupations Program. Access to industry-standard equipment in the newly renovated lab will allow students to develop practical skills in a real-world setting, better preparing them for employment in the construction industry. This investment supports experiential learning, aligns with current industry practices, and strengthens the overall quality and relevance of the training program.

How will proposed agenda item be measured?

N/A

MOTION: Move to approve the purchase of FC 5700 Series electric lift truck from Crown Lift Trucks-Bloomington, IL in the amount of \$62,885.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Third Party Printing Vendor

DATE: September 24, 2025

The College issued an invitation to bid in October 2021 for a single-source printer to handle the majority of its daily print jobs, including letterhead stationery, business cards, brochures, postcards and other business forms. The bid specifications outlined a three-year contract with the option for renewal in one-year terms up to two years.

Bloomington Offset Process, Inc. (BOPI) was awarded the original contract. Based on performance and continued service needs, PRM recommends exercising the renewal option for the upcoming year.

The College is seeking approval to extend the contract for fiscal year 2026, covering the period from November 2025 through October 2026.

Budget Impact:

Total Funds Requested:	\$39,000
Source of Funds:	Operating Funds
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?
N/A

How will proposed agenda item be measured?
N/A

MOTION:	Move to approve a purchase order to Bloomington Offset Process, Inc. for the college's printing services for October 2025 through September 2026 for a total cost of \$39,000.
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MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Auto Scan Tools

DATE: September 24, 2025

The College requests approval to purchase auto scan tools designated for use by the Auto Mechanic Program.

The program director has identified the required equipment and obtained a quote from Snap-On Industrial, utilizing Sourcewell contract 121223-SNP.

Budget Impact:

Total Funds Requested: \$32,728.64
Source of Funds: Perkins Grant
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

The acquisition of these tools will directly enhance hands-on training opportunities for students enrolled in the Auto Mechanic Program. Access to industry-standard equipment to develop practical skills in a real-world setting, better preparing them for employment in the industry.

How will proposed agenda item be measured?

N/A

MOTION: Move to approve the purchase of auto scan tools from Snap-On Industrial-Crystal Lake, IL in the amount of \$32,728.64.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Facilities Truck

DATE: September 24, 2025

The College seeks approval to purchase a 2026 Ford F250 for our facilities department on main campus. The truck will be used for day-to-day needs as well as plowing snow during the winter months. The campus is trading in 2007 Ford F250. Total cost including trade in allowance \$64,094. This truck will be purchased through the Governmental Joint Purchasing Act (30 ILCS 525) and a master contract administered by Central Management Services (21-416CMS-BOSS4-P-29479).

Budget Impact:

Total Funds Requested:	\$64,094
Source of Funds:	FFE
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 entering into an agreement with Morrow Brothers Ford for a 2026 Ford F250, with a total purchase price of \$64,094.

MEMORANDUM

AGENDA ITEM II.F.1

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: September 24, 2025

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

The Continuing, Corporate, and Professional Education Department has entered into a contract with SIU School of Medicine to provide Employability Skills Training. Approximately 40 SIU employees will be trained via Zoom in December 2025 and February 2026.

The Community Education Department has entered into a contract with Christian County CEO to provide an Etiquette Course. Approximately 20 participants will attend in September.

The Continuing, Corporate, and Professional Education Department has entered into a contract with Sangamon County Mass Transit District (SMTD) to provide EWS Workshops. Training will take place at SMTD between October 2025 and February 2026.

The Continuing, Corporate, and Professional Education Department has entered into a contract with Western Smokehouse Partners to provide EWS Workshops. Training will take place at Western Smokehouse Partners between September 2025 and January 2026.

The LLCC Medical District seeks approval to enter into an Affiliation Agreement with Boyer Dentistry for students enrolled in the College's Dental Assistant Program.

The Culinary Institute seeks approval to enter into an Affiliation Agreement with Bunn Gourmet for students enrolled in the College's Culinary Arts Program.

MOTION: Move to approve the Affiliation Agreements with Boyer Dentistry and Bunn Gourmet.

MEMORANDUM**AGENDA ITEM II.F.2**

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Three-year TechGuard Security Services Contract

DATE: September 24, 2025

Board approval is requested for a three-year contract in the amount of \$102,939.78 for TechGuard Security to perform Vulnerability Assessments and Network Penetration Tests. The new contract reduces the annual escalation rate from 5.26% to 0%, saving the college \$5,509.57 over the life of the contract. The college has no plans to use the services of another vendor in the next three years.

Calendar Year	Current Contract 5.26% Escalation Rate	New Contract 0% Escalation Rate	Savings
FY2026	\$ 34,313.26	\$ 34,313.26	\$ 0.00
FY2027	\$ 36,118.14	\$ 34,313.26	\$ 1,804.88
FY2028	\$ 38,017.95	\$ 34,313.26	\$ 3,704.69
Total	\$108,449.35	\$102,939.78	\$ 5,509.57

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: \$102,939.78
Source of Funds: LPS
Projected Revenue: N/A
Projected Savings: \$5,509.57

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.

How will proposed agenda item be measured?

Improving security of network computer systems.

MOTION: Move to approve the three-year contract with TechGuard Security for Vulnerability Assessment and Network Penetration Test services for \$102,939.78.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: LinkedIn Recruiter Contract Renewal

DATE: September 24, 2025

LinkedIn is the world's largest online professional network with more than 1 billion members in more than 200 countries and territories worldwide. LinkedIn Recruiter is a service that provides LLCC with opportunities to make potential candidates for open positions aware of Lincoln Land Community College through exposure to our employer brand, engagement with our posts to learn more about us as an employer, and consideration to act on our vacancies as they are posted.

Features of this contract include one recruiter seat that allows us to directly and personally source candidates with LinkedIn profiles by doing title and/or key word searches and making direct contact with sourced candidates to make them aware of our vacancies. The contract also features job slots that use AI and Machine Learning to automatically match the skills and requirements of our vacancies to qualified member profiles.

The previous three-year contract totaled \$51,810. To renew with no changes to current features, the total three-year contract would cost \$59,325. Our expiring contract included two job slots, but the recommended renewal would include a total of five job slots. With the vastness of the LinkedIn professional network and given that the college is actively recruiting for 10-12 vacancies, on average, at any given time, increasing our job slots by three will greatly improve the outreach and effectiveness of our candidate sourcing program in an increasingly competitive job market. I recommend that LLCC enter into a three-year contract with LinkedIn for recruitment, with the additional job slots, at a cost of \$63,199 over the three-year contract period. This represents a 6% increase over what the renewal would be without the additional job slots.

Budget Impact:

Total Funds Requested:	\$63,199
Source of Funds:	Operating Funds
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Support the recruitment of faculty and staff to ensure that students receive the quality education and services LLCC is known for.

How will proposed agenda item be measured?

Data analytics included in the contract will gauge impressions (awareness of LLCC), views (engagement with LLCC posts) and consideration (total Apply Clicks) to inform the effectiveness of LLCC's recruitment program.

MOTION: Move to approve a three-year contract with LinkedIn for Recruiter services to provide recruitment and sourcing of their member network in the amount of \$63,199.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: E2E Advising

DATE: September 24, 2025

Board approval is requested for a one-year software agreement with E2E Advising. This advising management software will allow advisors and students to use appointment scheduling, online booking, student self-check-in kiosks, and queue and case management.

Budget Impact:

Total Funds Requested:	\$37,800
Source of Funds:	Tech Fee
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

E2E Advising will provide advisors and students with critical advising appointment management tools.

How will proposed agenda item be measured?

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

MOTION: Move to approve the one-year agreement for the E2E Advising at a total cost of \$37,800.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: September 24, 2025

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

The Workforce Institute seeks ratification of two grant awards from the Illinois Green Economy Network (IGEN). The first grant will be used to build construction trainers that incorporate solar energy, exposing students to energy efficiency technology and practices. The second IGEN award will be used to purchase a variable frequency driver for the HVAC program to help students understand energy savings and system optimization.

MOTION: Move to ratify the grant award for the Illinois Green Economy Network Grant in the amount of \$200,000, and the Illinois Green Economy Network Grant in the amount of \$15,000.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Interior Wayfinding Phase 2 – Contractor Recommendation

DATE: September 24, 2025

Sealed proposals were requested for the Interior Wayfinding Phase 2 Project and were received at the Construction Manager's Office on September 4th. The Interior Wayfinding Phase 2 project includes installing new interior wayfinding in Cass Gymnasium, Baseball Concessions, Kreher Agriculture Center, Logan Hall, Maintenance Building, Mason Hall, Montgomery Hall, Records Storage Building, Sangamon Hall South, Trutter Center, Workforce Careers Center, Jacksonville Campus, Litchfield Campus, and the new Vehicle Storage Building currently being constructed south of Workforce Careers Center.

The tabulation of those proposals is as follows:

Contractor	Base Bid
ACE Sign Co. Springfield, IL	\$183,921
APCO Signs Oswego, IL	\$256,348

The following companies were issued bid documents but chose not to submit a proposal: Serigraphics, Minneapolis, MN, Elevated Identity, Janesville, WI.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Thursday, August 7, 2025, edition of the Illinois Times.

This project's budget was originally approved on October 16, 2024, at \$236,700 funded with Projection, Health, and Safety. The bids received came in higher than originally anticipated. The project has exceeded the original budget as follows:

Project Engineering Fee	\$106,250
Advertising	\$552
Temporary Signs	\$81
Wall Repair/Painting	\$20,000

Base Bid (listed above)	\$183,921
Project Contingency	\$13,500
Revised Budget Total	<u>\$324,304</u>

Budget Impact:

Total Funds Requested: \$197,421
(\$183,921 Bid Amount + \$13,500 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 \$183,921 from ACE Sign Co. and to establish a project contingency in the amount of \$13,500, for an aggregate amount of \$197,421 to complete the Interior Wayfinding Phase 2 Project pending successful negotiation of deductive change orders to reduce the project cost to the available budget.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Asbestos Abatement

DATE: September 24, 2025

Approximately 1200 square feet of ceramic tile adhesive is failing in the lower level of the Medical District and needs to be addressed. We have identified asbestos containing mastic underneath the tile. While no asbestos is being released currently, the mastic and tile will need to be removed by a licensed abatement contractor in order to repair the floor. Given the nature of the service, no bidding requirements are necessary as this falls under professional services exemption.

Budget Impact:

Total Funds Requested:	\$34,000
Source of Funds:	Excess PHS Funds
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 and leisure activities take place.

How will proposed agenda item be measured?

This project will be 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 expenditure of \$34,000 to Kirwan Environmental for asbestos abatement of the lower level of the Medical District.

III. Action Agenda

AGENDA ITEM III.A.2**MEMORANDUM**

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revisions to Board Policy 8.40 - Faculty Title System

DATE: September 24, 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

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

MOTION: Move to approve the revisions to Board Policy 8.40 – Faculty Title System.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revisions to Board Policy 5.47 – Volunteer Emergency Worker

DATE: September 24, 2025

In response to recent amendments to the Public Higher Education Act that include provisions for military service members, the following revisions are being made to Board Policy 5.47 – Volunteer Emergency Worker **and Military Service Member Higher Education Protection.**

Policy Statement:

In accordance with 110 ILCS 122/1, Lincoln Land Community College shall reasonably accommodate any student who is

1. A volunteer emergency worker in regard to absence in class caused by the performance of their duties; and/or
2. **A member of the National Guard of any state, the District of Columbia, a commonwealth, or a territory of the United States, or any reserve component of the Armed Forces of the United States, or any active-duty military member, in regard to classwork and assignments missed due to participation in a drill or other required military obligation.**

Accommodations will be considered in regard to class attendance, the scheduling of examinations, and work requirements, provided that make-up examinations/assignments shall not create an unreasonable burden for the staff. Students must notify their instructor (or supervisor in the case of student employees) of any anticipated absence according to the procedures for this policy. Any student who believes he or she has been unreasonably denied this accommodation may seek redress as outlined in the procedure section.

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 October 2025 meeting of the Board.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Fiscal Year 2026 Budgets

DATE: September 24, 2025

Included under separate cover is the final draft of the Fiscal Year 2026 Operating Budget. There have been no changes to the Final Budget, except for the update of FY2025 fund balances at year-end. The FY2026 Final Operating Budget is balanced, with projected revenues of \$60,738,455 and expenditures of \$60,738,455.

The tax levy scheduled for Board consideration in December 2025 will authorize the extension of property tax for the calendar year 2025. In accordance with GASB 34, the FY2026 budget reflects 50% of the revenue from the calendar year 2024 levy as well as 50% of the projected revenue from the calendar year 2025 levy.

Budgets are also included for the following funds, which are supported by the annual tax levy:

- Liability Protection & Settlement (Fund 12) is used to fund insurance, risk management, safety and security expenditures.
- Audit (Fund 11) provides funding for audit services.
- Bond and Interest (Fund 04) provides for the payment of principal and interest on debt service (borrowed funds).

Also presented are budgets for the following:

- Operations & Maintenance Restricted (Fund 03) is restricted to construction and other capital expenditures. Funding is provided from Protection Health and Safety annual tax levy funds and monies accumulated in the Operations and Maintenance Fund.
- Auxiliary or Independent Operations (Fund 05) accounts for expenditures for cost centers for which a fee is charged for students/staff, and the activity is intended to be self-sufficient, such as the bookstore, food service, LLCC-Medical District, Child Development Center and Community Programming.
- Employee Benefit (Fund 16) serves as the College's self-insurance fund.
- Restricted Purpose Grants (Fund 06) includes monies restricted by state grants, federal grants and internal College restrictions.

- Trust & Agency (Fund 10) is used for Student Club monies or other funds for which the College is holding in a custodial or agency relationship.
- Working Cash (Fund 07) is the “internal bank” which allows the College to meet cash flow needs.
- Federal Financial Aid (Fund 17) is used for pass through funds from state and federal agencies for student financial aid.

The FY 2026 Final Budget before you includes estimated revenues sufficient to meet or exceed expenditures in all funds with the exception of the Operations & Maintenance Restricted Fund and Restricted Purposes Fund which all have sufficient carry forward fund balance to fund expenditures.

MOTION:	Move (1) to adopt the attached resolution approving the FY 2026 Operating Budget and (2) to approve the FY 2026 Capital Budget as presented.
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FISCAL YEAR 2026 BUDGET RESOLUTION

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 and Scott and State of Illinois, cause to be prepared in tentative form a budget for said district for the fiscal year beginning July 1, 2025 and ending June 30, 2026; and

WHEREAS, the Secretary of said Board of Trustees has made such budget in tentative form conveniently available to public inspections for at least 30 days prior to final action thereon; and

WHEREAS, the Secretary of said Board of Trustees arranged for and there was held a public hearing as to such budget on September 24, 2025; and

WHEREAS, report availability for public inspection on such budget and of such public hearing was given by publication in (a) newspapers published in said district at least 30 days prior to the time of such hearing; and

WHEREAS, it appears that all legal requirements for the adoption of such budget have been done and performed;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the fiscal year for the district is declared as being July 1, 2025 and ending June 30, 2026.

Section 2. That the budget containing a statement of the cash on hand at the beginning of the fiscal year, an estimate of the cash expected received during such fiscal year from all sources, an estimate of the expenditures contemplated for such fiscal year, and a statement of the estimated cash expected to be on hand at the end of such year is adopted as the budget for this district for the aforesaid fiscal year, a copy of said budget being attached hereto and by reference made a part hereof.

Chair, Board of Trustees

ATTEST: _____
Secretary, Board of Trustees

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: September 24, 2025

POSITION VACANCIES

Classified

Administrative Assistant to the Dean, Natural & Agricultural Sciences (FT)

Administrative Assistant, LLCC Western Region (FT)

Building Custodian - 2 (FT)

Child Development Assistant I (FT)

Employment Specialist (FT)

Human Resources Assistant (PT)

Program Assistant, Workforce Institute (FT)

Public Safety Assistant, LLCC Litchfield (PT)

Professional

Access and Outreach Coordinator (FT)

Child Development Teacher (FT)

Program Navigator, PATH (FT)

Retention Specialist (FT)

Student Success Advisor I (FT)

Student Support Specialist (FT)

Tutoring Coordinator (FT)

Full-time Faculty

Instructor, Diesel Technologies

TRANSFERS

Cochran, Darla Enrollment Services Representative I

09/24/2025

Heffron-McKinney, Claire Senior Student Success Advisor

09/08/2025

PROMOTIONS

Beggs, Sarah	Recruitment Specialist	09/22/2025
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RETIREMENTS

Tennikait, Elizabeth	Academic Success Professional	09/11/2025
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RESIGNATIONS

Hood, Carl	Building Custodian	10/01/2025
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CHANGE IN HOURS

Kellee Phillips, Student Care Coordinator, from 40 hours/week, 11 months to 32 hours/week, 11 months effective September 1, 2025.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: September 24, 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

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

Our recommendation is before you tonight.

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, Taylorville and the Springfield Campus. We are awaiting completion of the remainder of the scope at Jacksonville and all punchlist items at all campuses to be completed.

Deferred Maintenance Capital Project (CDB Managed)

Fire Alarm System Upgrades

The Capital Development Board is currently working on a fee/contract agreement with WRF Engineers, Inc. We will update the board as this progresses through CDB's system and when design work has begun.

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.

- The 1st Phase of this project has been broken out further into several smaller sub-phases.
- Phase A1 – Renovations to Millennium Center is currently available for bidders and we anticipate Guaranteed Maximum Price (GMP) including bid results and O'Shea's management fee in late September for approval at the October Board of Trustees meeting.
- Subsequent phases at Sangamon Hall and Trutter will be bid in the coming months.

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

<p style="text-align: center;">OCTOBER 2025</p> <ul style="list-style-type: none"> • PHS Projects • Board Meeting 10/15/25 	<p style="text-align: center;">NOVEMBER 2025</p> <ul style="list-style-type: none"> • Financial Audit Review • Board Meeting 11/19/25 	<p style="text-align: center;">DECEMBER 2025</p> <ul style="list-style-type: none"> • Adopt CY25 Property Tax Levy • Board Meeting 12/15/25 	<p style="text-align: center;">JANUARY 2026</p> <ul style="list-style-type: none"> • Spring Adjunct Faculty Listing • General Obligation Alternate Bond Levy Abatement • Board Meeting 1/28/26
<p style="text-align: center;">FEBRUARY 2026</p> <ul style="list-style-type: none"> • Sabbatical Leaves • Approval of Faculty Positions • Faculty Tenure & Continuing Employment Recommendations • Board Meeting 2/25/26 	<p style="text-align: center;">MARCH 2026</p> <ul style="list-style-type: none"> • Administrative Positions • Board Meeting 3/25/26 	<p style="text-align: center;">APRIL 2026</p> <ul style="list-style-type: none"> • Seating of Student Trustee • Gala 4/25/26 • Board Meeting 4/22/26 	<p style="text-align: center;">MAY 2026</p> <ul style="list-style-type: none"> • Student Recognition • Employee Recognition • Commencement 5/15/26 • Board Meeting 5/27/26
<p style="text-align: center;">JUNE 2026</p> <ul style="list-style-type: none"> • Summer Adjunct Faculty Listing • Budget Workshop • Board Meeting 6/24/26 	<p style="text-align: center;">JULY 2026</p> <ul style="list-style-type: none"> • FY27 Tentative Budget • Board Meeting 7/22/26 	<p style="text-align: center;">AUGUST 2026</p> <ul style="list-style-type: none"> • Board Meeting 8/26/26 	<p style="text-align: center;">SEPTEMBER 2026</p> <ul style="list-style-type: none"> • Budget Adoption/Public Hearing • Fall Adjunct Faculty Listing • Board Meeting 9/23/26

V. Strategic Discussion