
LLCC Board of Trustees Regular Meeting

October 15, 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
AGENDA
REGULAR MEETING**

Wednesday, October 15, 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 October 15, 2025 Meeting
- D. Introductions and Recognitions
- E. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of September 24, 2025
- B. Ratify Payment of All Cash Disbursements for September and the September 30, 2025 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. Lease of John Deere Tractor
 - 2. Police Department Fleet Truck
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report
 - 2. Annual Data Cookbook System Subscription and Support Services Contract
 - 3. Ferrilli Information Group, Additional Fractional Colleague Support
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
 - 1. 2025 Master Service Agreement for Construction Management – Amendment #3 – Master Plan Implementation – Phase A1 Renovation of Millennium Center
 - 2. Approval of Granted Funded Project – Solar Power Commercial Construction Lab
 - 3. Interior Wayfinding Phase 2 – Budget Increase
 - 4. Interior Wayfinding Phase 2 – Change Order #1

III. Action Agenda

- A. Policies

1. Revisions to Board Policy 5.47 -Volunteer Emergency Worker and Military Service Member Higher Education Protection
- B. Academic Services Division Items
- C. Student Services Division Items
- D. Administrative Services Division Items
 1. Approval of FY26 Protection, Health and Safety Projects
- 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
 - d. Quarterly Budget Transfer 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

- A. Tour Logan Hall

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

AGENDA ITEM II.B

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratify Payments of All Cash Disbursements for September and the
September Treasurer's Report

DATE: October 15, 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 September, 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 September 30, 2025.

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

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

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Out-of-State Travel

DATE: October 15, 2025

Name	Meeting	Location	Purpose	Amount
Houseman, Rebekah	Organization for Associate Degree Nursing Convention	Nashville, TN	Professional Development	\$2,417
Murphy, Janelle	Association of Collegiate Educators in Rad Tech Conference	Las Vegas, NV	Professional Development	\$1,609
Student Radiographers Club (13 Students)	Association of Collegiate Educators in Rad Tech Conference	Las Vegas, NV	Student Club	\$10,127*
Ross, Leslie	Library Visit - St. Charles Community College	Cottleville, MO	Professional Development	\$0
Warren, Charlotte	AACC Board Meetings	Arlington, VA	Professional Development	\$2,471

**Club Funds*

MEMORANDUM

AGENDA ITEM II.E.1

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Lease of John Deere Tractor

DATE: October 15, 2025

Lincoln Land Community College's Agriculture Department has submitted a request to lease a John Deere 6130R Standard Cab Tractor. This lease will replace the previous tractor lease, which concluded in September 2025. The proposed lease is for an upgraded model, and the department intends to trade in the currently held tractor as part of the new agreement. This lease is necessary to support ongoing instructional and operational needs of LLCC's agricultural program.

This tractor was sourced utilizing the Sourcewell consortium contract 082923-DAC (PG 1P CG 70). The dealer of record will be Sloan Implement Company, 1600 N. Springfield Street in Virden. The lease will have a term of five (5) years with an estimated annual payment of \$15,477.21.

Budget Impact:

Total Funds Requested:	\$77,386.04
Source of Funds:	Kreher Farm Perpetual Charitable Trust
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Students will have year-round access to this tractor, which will enhance the learning experience.

How will proposed agenda item be measured?

Academic assessment

MOTION: Move to approve the 5-year lease of a John Deere 6130R tractor from John Deere at a total cost of \$77,386.04.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Police Department Fleet Truck

DATE: October 15, 2025

The College issued a Request for Proposals from qualified vendors in purchasing one NEW 2024 or newer pickup truck.

Bidder	Total Cost	Yr/Make/Model
Friendly Chevrolet Springfield IL	\$40,607	2026/Chevrolet Colorado
Broadway Truck Ford St Louis MO	\$28,657*	2026/Ford Maverick*
Broadway Truck Ford St Louis MO	\$46,505	2026/Ford F150 Crew Cab

*Truck does not meet minimum requirements as bid specifications required a mid-size truck.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Monday, September 29, 2025, edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to: Bob Brady Dode, Chrysler, Jeep and Ram, Decatur IL; Freedom Chevrolet Chrysler, Dodge, Jeep and Ram, Virden, IL; Friendly Chevrolet, Springfield IL; Green Dodge, Springfield, IL; Green Toyota, Springfield, IL; Jennings Beardstown, Beardstown, IL; Landmark Ford, Springfield, IL; Morrow Brothers Ford, Greenfield, IL; Trinity Chrysler Dodge Jeep and Ram, Taylorville, IL; Uftring Chevrolet, Washington, IL; Broadway Ford Truck Sales, St. Louis, MO; Sam Leman Toyota, Bloomington, IL

Budget Impact:

Total Funds Requested: \$40,607
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 Friendly Chevrolet, Springfield IL to provide 2026 Chevrolet Colorado to Lincoln Land Community College with a total commitment of \$40,607, in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2026-4
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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: October 15, 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 CassComm to provide Understanding Customer Service Essentials Training. Two training sessions will be held at the CassComm facility in November.

The Continuing, Corporate, and Professional Education Department has entered into a contract with the Office of the Speaker – IL House Democratic Caucus to provide Excel Training. Trainings will be held at the LLCC – Medical District location in December.

The Academic Services Division seeks approval to enter into Affiliation Agreements with Cass County Dental Clinic, Luker Dental Care, and Midwest Dental for students enrolled in the College's Dental Assistant Programs.

The Workforce Institute seeks approval to enter into Affiliation Agreements with Donley Trucking, Heritage Tractor, Martin Agriculture, and Vermeer Midwest for students enrolled in the College's Diesel Technology Program.

MOTION: Move to approve the Affiliation Agreements with Cass County Dental Clinic, Luker Dental Care, Midwest Dental, Donley Trucking, Heritage Tractor, Martin Agriculture and Vermeer Midwest.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Annual Data Cookbook System Subscription and Support Services Contract

DATE: October 15, 2025

Board approval is requested for the annual Data Cookbook System subscription and support services, a SaaS data management platform, from iData, a leading data management firm for Higher Education.

Budget Impact:

Total Funds Requested:	\$40,560
Source of Funds:	Operating Funds
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Data Cookbook builds trust in and facilitates access to the College's data, which ultimately supports the use of data when making decisions about our student experiences and what changes may be needed to help students' persistence to goal attainment.

How will proposed agenda item be measured?

Project impact will ultimately be measured by the metrics designed as the different functions (such as data quality rules, monitoring and assessment) are implemented.

MOTION: Move to approve the annual Data Cookbook System subscription and support services in the amount of \$40,560.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ferrilli Information Group, Additional Fractional Colleague Support

DATE: October 15, 2025

Board approval is requested to contract 640 additional hours of Fractional Colleague Support services with Ferrilli Information Group (FIG) in the amount of \$126,400 for through the end of June 2026 to provide support through the Colleague Modernization (SaaS) project.

By contracting the above services, LLCC will continue to gain access to Colleague expertise for enterprise application support and system integration and report migration to the new system. Services will be billed monthly.

Budget Impact:

Total Funds Requested:	\$126,400
Source of Funds:	Operational
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Help support the operation of the college.

How will proposed agenda item be measured?

Improving reliability and security of the Colleague system.

MOTION: Move to approve the contract with Ferrilli Information Group for 640 additional hours of Fractional Colleague Support services through the end of June of 2026 for \$126,400.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: October 15, 2025

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

Continuing Education and Business Solutions is seeking ratification of the Noncredit Strategies at Work Grant. If awarded, the grant will be used to develop a new noncredit to credit pathway in project management that creates a transition into degree programs. The grant will also be used to enhance essential workplace skills training and offer customized employer training solutions.

Health Professions seeks ratification of the Nursing School Grant. If awarded, this grant will be used to purchase laptops and a charging station for the nursing program to eliminate scheduling conflicts and improve the testing environment.

The Workforce Institute seeks ratification of the Advanced Technological Education grant. If awarded, the grant will be used to integrate AI applications into the industrial maintenance program including Robots and CNC technology, provide professional development for faculty, and offer summer camps to recruit into the program.

Student Services seeks ratification of the Strengthening Mental Health Supports at Illinois Community Colleges grant. If awarded, this grant will be used to enhance the resources available to students including a resource kiosk, training opportunities for staff, faculty, and students, and supporting one of the existing student care coordinator positions.

Finally, Adult Education seeks ratification of the Innovative Bridge and Transitions Grant. If awarded, this will be used to hire a program navigator to provide wrap around support for students transitioning to credit coursework, and to continue to provide bridge and integrated career and academic preparation programming for students.

MOTION: **Move to ratify the grant applications for the Noncredit Strategies at Work grant in the amount of \$110,000; the Nursing School grant in the amount of \$55,100; the Advanced Technological Education grant in the amount of \$474,959; the Strengthening Mental Health Supports at Illinois Community Colleges in the amount of \$180,000 and the Innovative Bridge and Transitions Grant in the amount of \$300,000.**

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Master Plan Implementation – Construction Management Services – Amendment #1 – Phase A1 Renovations of Millennium Center

DATE: October 15, 2025

Tonight, we are asking the Board to approve Amendment #1 to the Master Plan Implementation – Construction Management Services for O’Shea Builders (O’Shea) to provide construction management services for Phase A1 Renovations of Millennium Center. As stated in the February 2025 memo, the cost of O’Shea’s services will be determined by project amendments that require board approval and O’Shea will serve as construction manager only and not self-perform any work.

Sealed proposals were requested for the Master Plan Implementation – Phase A1 Renovations of Millennium Center, based on the bid packages listed below and were received at the Construction Manager’s Office on September 25, 2025. The tabulation of those proposals is as follows:

Bid Results	Bid Package	Bid	Selected
CAD Construction Inc. Springfield & Tremont, IL	General Trades	\$963,486	\$963,486
Johnco Construction, Inc. Mackinaw, IL	General Trades	\$1,169,000	-
Advance Glass Inc. Springfield, IL	Aluminum & Glass	\$57,250	-
BVB Glass Springfield, IL	Aluminum & Glass	\$68,500	-
Kelly Glass Inc. Peoria, IL	Aluminum & Glass	\$47,765	\$47,765
*Streb Fire Protection Services Springfield, IL	Fire Protection	\$82,647	-
Superior Fire Protection Systems, Inc. Forsyth, IL	Fire Protection	\$120,000	-
Twin Lakes Fire Service, Urbana, IL	Fire Protection	\$112,980	-

	Bid Package	Bid	Selected
The Pipco Companies, LTD Peoria, IL	Fire Protection	\$112,810	\$112,810
Carpet Weaver's Inc. Springfield, IL	Flooring	\$259,911	\$259,911
Flooring Systems, Inc. St. Louis, MO	Flooring	\$275,810	-
Patterson Commercial Flooring, Inc. Springfield, IL	Flooring	\$287,000	-
Specialty Commercial Flooring Fithian, IL	Flooring	\$328,975	-
Landgrebe Interior Construction Springfield, IL	Gypsum Board Assemblies	\$664,058	\$664,058
Mid-Illinois Companies, Corp. Peoria, IL	Gypsum Board Assemblies	\$911,040	-
RG Construction Peoria, IL	Gypsum Board Assemblies	\$744,000	-
Jennings Painting, Inc. Springfield, IL	Paints & Coatings	\$107,000	\$107,000
Mid-Illinois Companies, Corp. Peoria, IL	Paints & Coatings	\$132,509	-
E.L. Pruitt Company Springfield, IL	Plumbing	\$70,675	\$70,675
Henson Robinson Company Springfield, IL	Plumbing	\$87,987	-
E.L. Pruitt Company Springfield, IL	HVAC	\$745,687	\$745,687
Henson Robinson Company Springfield, IL	HVAC	\$799,600	-
Anderson Electric, Inc. Springfield, IL	Electrical	\$1,053,000	-
B&B Electric, Inc. Springfield, IL	Electrical	\$821,840	\$821,840
Senergy Electric, Inc. Williamsville, IL	Electrical	\$1,295,921	-
Mid-Illinois Companies, Corp. Peoria, IL	Combined Gypsum Board Assemblies & Paint	\$1,000,406	-
Total Bids Selected	-	-	\$3,793,232

*Streb Fire Suppression did not provide a bid bond; therefore, their bid is considered non-responsive and incomplete.

The following companies were issued bid documents but chose not to submit a proposal: none.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the, Thursday, August 28, 2025, edition of the Illinois Times.

We are requesting approval of Amendment #1 and authorization for O'Shea to execute subcontracts for the lowest responsive bids as listed in Amendment #1 Summary table below.

Amendment #1 Summary

Bid Results	Bid Package	Bid	Selected
CAD Construction Inc. Springfield & Tremont, IL	General Trades	\$963,486	\$963,486
Kelly Glass Inc. Peoria, IL	Aluminum & Glass	\$47,765	\$47,765
Landgrebe Interior Construction Springfield, IL	Gypsum Board Assemblies	\$664,058	\$664,058
Carpet Weaver's Inc. Springfield, IL	Flooring	\$259,911	\$259,911
Jennings Painting, Inc. Springfield, IL	Paints & Coatings	\$107,000	\$107,000
The Pipco Companies, LTD Peoria, IL	Fire Protection	\$112,810	\$112,810
E.L. Pruitt Company Springfield, IL	Plumbing	\$70,675	\$70,675
E.L. Pruitt Company Springfield, IL	HVAC	\$745,687	\$745,687
B&B Electric, Inc. Springfield, IL	Electrical	\$821,840	\$821,840
Total Bids Selected	-	-	\$3,793,232
O'Shea Direct Costs, General Liability, Contingency, Fees, and Bonds	-	-	\$1,165,208
Master Plan Implementation – Construction Management Services -Amendment #1	-	-	\$4,958,440

The above Amendment #1 is within the approved project budget.

Budget Impact:

Total Funds Requested: \$5,454,240
(\$4,958,440 Amendment #1 + \$495,800 Contingency)
Source of Funds: 2025 Bonds
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 Master Plan Implementation – Construction Management Services – Amendment #1 with O’Shea Builders in the amount of \$4,958,440 and to establish a project contingency in the amount of \$495,800, for an aggregate amount of \$5,454,240 to complete the Master Plan Implementation – Phase A1 Renovations of Millennium Center project.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Grant Funded Project – Solar Powered Commercial Construction Training Lab

DATE: October 15, 2025

Tonight, we are asking you to approve an Illinois Green Economy Network (IGEN) project for installation of a solar array, solar trainer system and construction training structures in the Construction Training Lab located in Sangamon Hall South. This project has been made possible by the award of an IGEN grant in the amount of \$200,000. We will supplement the project with Restricted Solar Incentive Funds of \$162,211 to achieve a total project budget of \$362,211.

The project will consist of installation of a roof mounted solar array on the roof of Sangamon Hall South on the Main Campus in Springfield. We are working with Berners Schober to maximize the size of the solar array within the project funds. The solar array will be used to both offset building power and used as a teaching tool in Construction and other Workforce Careers classes. The intent is to maximize the size of the system to offset the most amount of electricity possible in Sangamon South.

We anticipate financial offsets/credits of the colleges match total paid back to the college from Direct Pay - 30% ITC (tax credit) and Illinois ABP Incentive. We have received these for previous solar panel installations and anticipate applying for the same on this project. Final credit amounts will be determined after the system size is finalized.

In addition, material will be purchased with the grant for the Construction Careers classes to install modular trainers in the new Construction Training Lab in Sangamon South. Students will be able to install floors, walls, ceilings, electrical, plumbing, HVAC, etc. as part of their training. These trainers can be taken apart every semester and reassembled to teach a new cohort of students every year.

Project Title	Cost Estimate
Solar Powered Commercial Construction Training Lab	\$162,211

Budget Impact:

Total Funds Requested:	\$162,211
Source of Funds:	General Institution Construction 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?

Each of these projects 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 Solar Powered Commercial Construction Training Lab project at the Main Campus.

MEMORANDUM

AGENDA ITEM II.I.3

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Interior Wayfinding Phase 2 – Budget Increase

DATE: October 15, 2025

Tonight, we are asking you to approve an increase in the budget for the Interior Wayfinding Phase 2.

The project budget of \$236,700 was funded by Protection, Health, and Safety funds. During the design phase additional signage was identified to successfully complete the goal of the project. After bidding, a value engineering process was undertaken by the College, Demonica Kemper Architects (architect), Cardosi-Kiper Design Group, Inc. (wayfinding design firm), and ACE Sign Co., that identified multiple options for changes in scope that would result in cost savings. The options were evaluated based on ease of removing scope, amount of work at each location, and potential cost savings. The cost saving options selected include work that can be done in future projects. Unfortunately, the total cost savings identified is not enough to bring the project within the available budget.

Cost Description	Amount
Project Engineering Fee	\$106,250
Advertising	\$552
Litchfield Temporary Signs	\$81
Wall Repair/Painting	\$20,000
ACE Sign Co.	\$183,921
Value Engineering (under separate memo before you tonight)	-\$50,808
Project Contingency	\$13,500
Revised Budget Total	\$273,496

The \$36,796 increase to the budget will be funded with Excess PHS funds remaining from previous projects.

MOTION: Move to approve the budget increase in the amount of \$36,796 for project Interior Wayfinding Phase 2.

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
 President
SUBJECT: Interior Wayfinding Phase 2 – Change Order #1
DATE: October 15, 2025

At last month's meeting the Board approved the Interior Wayfinding Phase 2 – Contractor, ACE Sign Co. in the amount of \$183,921, pending successful negotiations with the company to bring the proposal within the available budget. The College, the architect, and ACE Sign Co. worked through value engineering process resulting in the deducted scope in the table below. The cost-saving options included in this change order resulted in a deductive change order of \$50,808. We will consider the scope below as high priority scope to be completed with future projects.

Therefore, in keeping with the policies of the Board of Trustees, the following change order is submitted for ratification.

Change Order #	Description	Cost
G-001	Value Engineering Deduct: Option 1. Eliminate sign replacement in Litchfield. Deduct \$31,344 Option 2. Eliminate sign replacement in Jacksonville. Deduct \$17,385 Option 3. Eliminate existing sign removal at Litchfield and Jacksonville. Deduct \$2,079	-\$50,808

Budget Impact:

Total Funds Requested: \$0
 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 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 ratify the above deductive change order in the amount of \$50,808 for the Interior Wayfinding Phase 2 project as presented.**

III. Action Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revisions to Board Policy 5.47 – Volunteer Emergency Worker

DATE: October 15, 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.

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 5.47 – Volunteer Emergency Worker and Military Service Member Higher Education Protection.

AGENDA ITEM III.D.1**MEMORANDUM**

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of FY26 Protection, Health and Safety Projects

DATE: October 15, 2025

In your agenda you will find a resolution for each of the projects listed below to approve them as Protection, Health and Safety Projects. Note that Public Act 099-0655 effective July 1, 2016, eliminates the need to have locally funded projects approved by the ICCB. Once approval has been obtained from the LLCC Board the projects can be bid and the work commenced.

Project Title	Cost Estimate
Master Plan Implementation – Phase A – PHS Scope: Partial funding of PHS eligible scope including abatement, upgrading lighting and mechanical systems, access control, security cameras, fire alarm, and rescue assistance in Millennium Center and Sangamon Hall.	\$961,400
Interior Wayfinding Phase 3: Install new interior wayfinding at Millennium Center, The Learning Center, Child Development Center, Levi, Ray and Shoup Aviation Center, Medical District, Taylorville, Jacksonville, Litchfield, and Beardstown.	\$296,000
Sangamon Hall Mechanical Controls Upgrades: Replace existing mechanical controllers and upgrade to EcoStruxture platform in Sangamon Hall North and Sangamon Hall South.	\$602,800
Child Development Center Mechanical Upgrades: Upgrade heating and air conditioning systems and connect to existing mechanical control systems.	\$139,800
Total PHS Projects	\$2,000,000

Budget Impact:

Total Funds Requested: \$2,000,000
Source of Funds: Protection, Health and Safety 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?

Each of these projects 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 resolutions authorizing the listed projects to be undertaken as Protection, Health and Safety (PHS) projects for Fiscal Year 2026.

**Resolution to Approve Protection, Health, and Safety Project for
Master Plan Implementation – Phase A – PHS Scope**

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Lincoln Land Community College District #526, is authorized to complete necessary projects dealing with health or safety of students, employees, or visitors; and

WHEREAS, there is a need for repair and alteration of certain facilities of Lincoln Land Community College District #526; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to levy a tax to pay for such repairs or alterations upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05 percent per year for a period sufficient to finance such repairs and alteration; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects to sell protection, health and safety bonds, not to exceed 4.5 million dollars, for such repairs or alterations and levy a tax sufficient to retire said outstanding bond issue over a period of years; and

WHEREAS, the Board has received reports from a licensed professional architect or engineer that there are the following projects at Lincoln Land Community College which require repair and alterations, as defined in ICCB Rule 1501.601; and

WHEREAS, the project recommended for repair and alteration is Master Plan Implementation – Phase A – PHS Scope, in the amount of \$961,400.

WHEREAS, the Board certifies this project meets the requirements of 805/3-20.3.01 of the Public Community College Act and is necessary for energy conservation, health or safety, environmental protection, or accessibility for the Disabled and is not a routine maintenance project.

NOW, be it resolved by the Board of Trustees of Lincoln Land Community College District #526, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the project set forth above require alterations or repairs and are necessary to remove a health or safety hazard to students, employees, or visitors of Lincoln Land Community College District #526.

3. There are not sufficient funds available in the Operation and Maintenance Fund of Lincoln Land Community College District #526 to complete the project set forth above.
4. The cost of the project set forth above, as determined in the certified estimate of a licensed architect or engineer, shall be financed in accordance with Recital C as stated above, in the total dollar amount of \$961,400.
5. Note that Public Act 099-0655 effective July 1, 2016, eliminates the need to have locally funded projects approved by the ICCB. Once approval has been obtained from the LLCC Board the projects can be bid and the work commenced, and no application forms need to be submitted to ICCB.

Signature _____ Witness _____
Chair of Board Secretary of Board

Resolution to Approve Protection, Health, and Safety Project for Interior Wayfinding Phase 3

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Lincoln Land Community College District #526, is authorized to complete necessary projects dealing with health or safety of students, employees, or visitors; and

WHEREAS, there is a need for repair and alteration of certain facilities of Lincoln Land Community College District #526; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to levy a tax to pay for such repairs or alterations upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05 percent per year for a period sufficient to finance such repairs and alteration; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects to sell protection, health and safety bonds, not to exceed 4.5 million dollars, for such repairs or alterations and levy a tax sufficient to retire said outstanding bond issue over a period of years; and

WHEREAS, the Board has received reports from a licensed professional architect or engineer that there are the following projects at Lincoln Land Community College which require repair and alterations, as defined in ICCB Rule 1501.601; and

WHEREAS, the project recommended for repair and alteration is Interior Wayfinding Phase 3, in the amount of \$296,000.

WHEREAS, the Board certifies this project meets the requirements of 805/3-20.3.01 of the Public Community College Act and is necessary for energy conservation, health or safety, environmental protection, or accessibility for the Disabled and is not a routine maintenance project.

NOW, be it resolved by the Board of Trustees of Lincoln Land Community College District #526, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the project set forth above require alterations or repairs and are necessary to remove a health or safety hazard to students, employees, or visitors of Lincoln Land Community College District #526.

3. There are not sufficient funds available in the Operation and Maintenance Fund of Lincoln Land Community College District #526 to complete the project set forth above.
4. The cost of the project set forth above, as determined in the certified estimate of a licensed architect or engineer, shall be financed in accordance with Recital C as stated above, in the total dollar amount of \$296,000.
5. Note that Public Act 099-0655 effective July 1, 2016, eliminates the need to have locally funded projects approved by the ICCB. Once approval has been obtained from the LLCC Board the projects can be bid and the work commenced, and no application forms need to be submitted to ICCB.

Signature _____ Witness _____
Chair of Board Secretary of Board

**Resolution to Approve Protection, Health, and Safety Project for
Sangamon Hall Mechanical Controls Upgrades**

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Lincoln Land Community College District #526, is authorized to complete necessary projects dealing with health or safety of students, employees, or visitors; and

WHEREAS, there is a need for repair and alteration of certain facilities of Lincoln Land Community College District #526; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to levy a tax to pay for such repairs or alterations upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05 percent per year for a period sufficient to finance such repairs and alteration; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects to sell protection, health and safety bonds, not to exceed 4.5 million dollars, for such repairs or alterations and levy a tax sufficient to retire said outstanding bond issue over a period of years; and

WHEREAS, the Board has received reports from a licensed professional architect or engineer that there are the following projects at Lincoln Land Community College which require repair and alterations, as defined in ICCB Rule 1501.601; and

WHEREAS, the project recommended for repair and alteration is Sangamon Hall Mechanical Controls Upgrades, in the amount of \$602,800.

WHEREAS, the Board certifies this project meets the requirements of 805/3-20.3.01 of the Public Community College Act and is necessary for energy conservation, health or safety, environmental protection, or accessibility for the Disabled and is not a routine maintenance project.

NOW, be it resolved by the Board of Trustees of Lincoln Land Community College District #526, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the project set forth above require alterations or repairs and are necessary to remove a health or safety hazard to students, employees, or visitors of Lincoln Land Community College District #526.

3. There are not sufficient funds available in the Operation and Maintenance Fund of Lincoln Land Community College District #526 to complete the project set forth above.
4. The cost of the project set forth above, as determined in the certified estimate of a licensed architect or engineer, shall be financed in accordance with Recital C as stated above, in the total dollar amount of \$602,800.
5. Note that Public Act 099-0655 effective July 1, 2016, eliminates the need to have locally funded projects approved by the ICCB. Once approval has been obtained from the LLCC Board the projects can be bid and the work commenced, and no application forms need to be submitted to ICCB.

Signature _____ Witness _____
Chair of Board Secretary of Board

**Resolution to Approve Protection, Health, and Safety Project for
Child Development Center Mechanical Upgrades**

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Lincoln Land Community College District #526, is authorized to complete necessary projects dealing with health or safety of students, employees, or visitors; and

WHEREAS, there is a need for repair and alteration of certain facilities of Lincoln Land Community College District #526; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to levy a tax to pay for such repairs or alterations upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05 percent per year for a period sufficient to finance such repairs and alteration; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects to sell protection, health and safety bonds, not to exceed 4.5 million dollars, for such repairs or alterations and levy a tax sufficient to retire said outstanding bond issue over a period of years; and

WHEREAS, the Board has received reports from a licensed professional architect or engineer that there are the following projects at Lincoln Land Community College which require repair and alterations, as defined in ICCB Rule 1501.601; and

WHEREAS, the project recommended for repair and alteration is Child Development Center Mechanical Upgrades, in the amount of \$139,800.

WHEREAS, the Board certifies this project meets the requirements of 805/3-20.3.01 of the Public Community College Act and is necessary for energy conservation, health or safety, environmental protection, or accessibility for the Disabled and is not a routine maintenance project.

NOW, be it resolved by the Board of Trustees of Lincoln Land Community College District #526, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the project set forth above require alterations or repairs and are necessary to remove a health or safety hazard to students, employees, or visitors of Lincoln Land Community College District #526.

3. There are not sufficient funds available in the Operation and Maintenance Fund of Lincoln Land Community College District #526 to complete the project set forth above.
4. The cost of the project set forth above, as determined in the certified estimate of a licensed architect or engineer, shall be financed in accordance with Recital C as stated above, in the total dollar amount of \$139,800.
5. Note that Public Act 099-0655 effective July 1, 2016, eliminates the need to have locally funded projects approved by the ICCB. Once approval has been obtained from the LLCC Board the projects can be bid and the work commenced, and no application forms need to be submitted to ICCB.

Signature _____ Witness _____
Chair of Board Secretary of Board

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: October 15, 2025

POSITION VACANCIES

Classified

Administrative Assistant, LLCC Western Region (FT)
Building Custodian - 2 (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)
Investigations Specialist (FT)
Marketing Manager (FT)
Retention Specialist (FT)
Student Success Advisor I - 2 (FT)
Tutoring Coordinator (FT)

Full-time Faculty

Instructor, Diesel Technologies

NEW HIRES

Dukett, Sophia	Child Development Assistant II	10/01/2025
Kendall, Olivia	Child Development Assistant I	10/07/2025

INTERIM ASSIGNMENTS

Debra Bell, Custodial Operations Supervisor, has taken facilities reservations responsibilities due to the vacant Facilities Office Coordinator position. This assignment will be effective October 1, 2025 and continue until the position is filled. Due to the significant workload, this assignment comes with a 10% of base pay stipend.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: October 15, 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

The project is under way.

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)

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

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

Welding Lab Expansion

Bid documents are currently available for bidders and we anticipate Guaranteed Maximum Price (GMP) including bid results and O'Shea's construction management fee in late October for approval at the November Board of Trustees meeting.

2025 Bond

Master Plan Implementation – Phase A

Renovations in Millennium, main level Sangamon Hall

- The 1st Phase of this project has been broken out further into several smaller sub-phases.
- Phase A1 Renovations of Millennium Center: Our recommendation is before you tonight
- Phase A2 Asbestos Abatement of Sangamon Hall: We have requested asbestos testing and design services be initiated to determine the extent of the scope.
- Phase A3 Renovations of Sangamon Hall: We are working with the architect/engineer team on design drawings with the intent of bidding in early 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.
- Phase B1 Asbestos Abatement of Menard Hall Main Level: We will request asbestos testing and design services be initiated in early 2026 to determine the extent of the scope.
- Phase B2 Renovations of Menard Hall Main Level: Design will continue when Phase A3 Sangamon Hall drawings are complete.

Master Plan Implementation – Phase C

Renovations in the main and lower levels of Menard Hall, and Trutter Center Classrooms.

- 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.
- Phase C1 Asbestos Abatement of Menard Hall Lower Level: We will request asbestos testing and design services be initiated in early 2026 to determine the extent of the scope.
- Phase C2 Renovations of Menard Hall Lower Level: Design will continue when Phase A3 Sangamon Hall drawings are complete.
- Phase C2 Renovations of Trutter Center: Design will continue when Phase A3 Sangamon Hall drawings are complete.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Quarterly Budget Transfer Report

DATE: October 15, 2025

Attached is the Quarterly Budget Transfer Report reflecting transfers at the end of the first quarter of this fiscal year.

We continue to be well within statutory requirements limiting the amount of transfers to 10% or less in any fund.

QUARTERLY BUDGET TRANSFER REPORT September 30, 2025

EDUCATIONAL FUND

Budget	\$54,003,888
Transfers	\$15,604
Percentage	.03%

O&M FUND

Budget	\$6,734,567
Transfers	\$0
Percentage	0%

OTHER FUNDS

Budget	\$47,870,837
Transfers	\$18,000
Percentage	.04%

TOTAL OPERATING BUDGET

Revenue

Original Budget	\$60,738,455
Adjusted Revenues	\$60,738,455
Additional Funds Available	\$0

Expenditures

Original Budget	\$60,738,455
Adjusted Expenditures	\$60,738,455
Additional Expenditures	\$0

Net Change	\$0
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AGENDA MASTER CALENDAR

NOVEMBER 2025 • Financial Audit Review • Board Meeting 11/19/25	DECEMBER 2025 • Adopt CY25 Property Tax Levy • Board Meeting 12/15/25	JANUARY 2026 • Spring Adjunct Faculty Listing • General Obligation Alternate Bond Levy Abatement • Board Meeting 1/28/26	FEBRUARY 2026 • Sabbatical Leaves • Approval of Faculty Positions • Faculty Tenure & Continuing Employment Recommendations • Board Meeting 2/25/26
MARCH 2026 • Administrative Positions • Board Meeting 3/25/26	APRIL 2026 • Seating of Student Trustee • Gala 4/25/26 • Board Meeting 4/22/26	MAY 2026 • Student Recognition • Employee Recognition • Commencement 5/15/26 • Board Meeting 5/27/26	JUNE 2026 • Summer Adjunct Faculty Listing • Budget Workshop • Board Meeting 6/24/26
JULY 2026 • FY27 Tentative Budget • Board Meeting 7/22/26	AUGUST 2026 • Board Meeting 8/26/26	SEPTEMBER 2026 • Budget Adoption/Public Hearing • Fall Adjunct Faculty Listing • Board Meeting 9/23/26	OCTOBER 2026 • PHS Projects • Board Meeting 10/22/26

V. Strategic Discussion