

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
LINCOLN LAND COMMUNITY COLLEGE
ILLINOIS COMMUNITY COLLEGE DISTRICT #526**

A Public Hearing on the Lincoln Land Community College FY 2026 Operating Budget was held on Wednesday, September 24, 2025 at 5:30 p.m. at Lincoln Land Community College, Litchfield.

Chairman Rosenthal convened the Public Hearing, opening the floor for public comment. With there being no remarks, the Public Hearing was declared closed.

The regular meeting of the Board of Trustees of Lincoln Land Community College, Illinois Community College District #526 commenced at 5:31 p.m. with Chairman Rosenthal presiding.

I. Preliminary Matters

A. Roll Call

Members present were Ms. Blimling, Mr. Elmore, Mr. Fulgenzi, Ms. Enz, Mr. Holaway and Mr. Rosenthal. Mr. Gates was absent.

MOTION NO. 09-24-25-1:

Ms. Enz moved to allow Dr. Davis to join the meeting via phone. Mr. Elmore seconded.

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

B. Pledge of Allegiance

C. Adoption of Agenda of the September 24, 2025 Meeting

MOTION NO. 09-24-25-2:

Mr. Fulgenzi moved to adopt the agenda of the September 24, 2025 meeting seconded by Mr. Elmore.

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

D. Introductions and Recognition

E. Hearing of Citizens

F. Litchfield Presentation

Jessie Blackburn, Director , LLCC-Litchfield provided an overview of LLCC-Litchfield.

II. Consent Agenda

MOTION NO. 09-24-25-3:

Mr. Fulgenzi moved to:

- approve the minutes of the regular meeting of August 27, 2025;
- 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 Reports;
- approve out of state travel;
- 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;
- approve the purchase of FC 5700 Series electric lift truck from Crown Lift Trucks – Bloomington, IL in the amount of \$62,885;
- 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;
- approve the purchaser of auto scan tools from Snap-On Industrial – Crystal Lake, IL in the amount of \$32,728.64;
- approve entering an agreement with Morrow Brothers Ford for a 2026 F250, with a total purchase price of \$64,094;
- approve the affiliation agreements with Boyer Dentistry and Bunn Gourmet;
- approve the three-year contract with TechGuard Security for Vulnerability Assessment and Network Penetration Test services for \$102,939.78;
- 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;
- approve the one-year agreement for the E2E Advising at a total cost of \$37,800;
- 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;
- 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 and
- approve the expenditure of \$34,000 to Kirwan Environmental for asbestos abatement of the lower level of the Medical District.

Dr. Davis seconded.

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

III. Action Agenda

A. Policies

1. Revisions to Board Policy 8.40 – Faculty Title System

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

MOTION NO. 09-24-25-4:

Mr. Fulgenzi moved to approve revisions to Board Policy 8.40 – Faculty Title System. Ms. Enz seconded.

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

2. Revision to Board Policy 5.47 – Volunteer Emergency Worker Higher Education Protection

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 was presented for a first reading. No action was required at this meeting. With Board concurrence, we will return this policy for action at the regularly scheduled October 2025 meeting of the Board.

B. Academic Services Division Items – None

C. Student Services Division Items – None

D. Administrative Services Division Items

1. FY 2026 Budgets

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 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 NO. 09-24-25-5:

Mr. Holaway moved to (1) to adopt the attached resolution approving the FY 2026 Operating Budget and (2) to approve the FY 2026 Capital Budget as presented. Ms. Enz seconded.

Upon roll call vote, Dr. Davis, Mr. Elmore, Ms. Enz, Mr. Fulgenzi, Mr. Holaway, Mr. Rosenthal, and Ms. Blimling (advisory) 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

5. Advancement Office

6. Executive Division

- a. Review of Agenda Master Calendar

B. President's Report

LLCC Agriculture students, faculty and staff hosted 80 high school students earlier this month for an Ag Expo. Students rotated through interactive workshops in ag sales, agronomy and soils, plant propagation and drone demonstrations. Students also learned about our ag degrees and certificates and were able to ask questions during a student panel and lunch.

Also, at the end of August, LLCC's Kreher Agriculture Center was a stop for a group of agricultural tourists from Brazil. The group was hosted by Brandt.

The Illinois Pork Producers Association has announced a new livestock apprenticeship program that has recently been registered with the U.S. Department of Labor with the help of the Illinois Department of Commerce and Economic Opportunity. This new apprenticeship opportunity will prepare career seekers for the role of swine animal care technician. Participating apprentices will receive competitive compensation that will increase as they progress and gain skills in the program. Apprentices will also receive a debt-free education and livestock certificate from one of the five participating community colleges, of which Lincoln Land Community College is one.

Three Lincoln Land Community College students — Sophie Skaggs, Addison Patrick, and Rae Richards — completed a summer research experience that showcased their growth in scientific skills and confidence. The program began with a short research methods course at LLCC, followed by four weeks of hands-on research. Their work culminated in a poster session, during which they presented their findings. The students also joined the UIS lab to study a protein, which is essential for cellular function. Post-program surveys showed increased student confidence and interest in research careers.

In partnership with Sojourn Shelter and Services, the second Peaceful Partners IL Domestic Violence Conference was held on September 5th. The event welcomed 34 professionals from across Illinois — from north of Chicago to Carbondale — who gathered to raise awareness, foster dialogue, and share strategies for navigating abuse in the digital age.

The annual honey harvest demonstration took place earlier today in A. Lincoln Commons. The honey was extracted from the beehives we have at West Lake Nature Grove. Samples of raw honey were available. Additional educational activities included: bee anatomy exploration using dissecting microscopes, marigold planting, and interactive sessions on pollination and honey production. Two of our dual credit biology classes – one from Rochester and the other from Pleasant Plains – were also on hand for the event.

Other events held recently include: Three weeks of welcome activities hosted by Student Engagement; Student Club Info Fair and Campus Job Fair; and Hispanic Heritage Month kickoff.

We also have several upcoming events including our annual outdoor Career Expo. We expect more than 1,300 high schools students to be on campus to take tours and visit with approximately 120 employers in the exhibit area, learning about careers in workforce, health care, agriculture and more. The annual Carboard Boat Regatta will take place on Friday.

On Monday, the Trutter Museum & Murray Gallery will open a new exhibit, "Echo." It features sculptural work by Amir Hamamy Roosi. He uses wood, glass and foil printed surfaces to reflect ideas about how we see and understand the world both through science, geometry, and cultural perspective. It will be on display through October 31st, and an artist discussion will be held Thursday, October 9th at 12:30 p.m.

We will hold a College Now information session Oct. 6 at 5:30 p.m. The session is designed for current high school sophomores, juniors, and their parents/guardians to learn more about earning college credit while in high school through College Now this spring.

Our Department of Humanities, Art, Communication and English and Humanities will be hosting Lit Fest October 6th-9th.

The 21st annual Multicultural Fest will be held on October 8th, 10 to 2.

Campus Visit Day will be held on Oct. 13th, 10 to 12:30.

And we will host an Internship Fair on Oct. 14th, 9:30 to 12:30 for students to connect with organizations offering spring and summer internships, as well as part-time employment in a variety of industries.

C. Report from Faculty Senate

Senate President, Tim McKenzie reported that the Senate continues work on an updated academic integrity statement to incorporate AI language.

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 reported on recent ICCTA activities.

J. Foundation Report - None

K. Other Board Members' Reports

Ms. Blimling provided an update on various student activities taking place at both LLCC – Jacksonville and the main campus.

V. Strategic Discussion

VI. Executive Session

MOTION NO. 09-24-25-6:

Dr. Davis moved to hold an executive session for the purpose of discussing personnel matters, faculty tenure and continuing employment and pending/imminent legal matters. Mr. Elmore seconded.

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

MOTION NO. 09-24-25-7:

Trustee Davis moved to return to open session at 7:02 p.m. seconded by Trustee Enz.

All members voted aye. PASSED

VII. Actions from Executive Session

MOTION NO. 09-24-25-8:

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

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

MOTION NO. 09-24-25-9:

Trustee Enz moved to grant tenure beginning with spring 2026 semester to Amy Branham and to re-employ Ty Howard, Anabelle Sneyd, and Jennifer Zellers for the spring 2026 and fall 2026 semesters seconded by Trustee Elmore.

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

VIII. Adjournment

There being no further business before the Board, the meeting was adjourned at 7:04 p.m.

Chairman Rosenthal

Secretary Enz

FISCAL YEAR 2025 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 for public inspection on such budget and of such public hearing was placed on file for at least thirty 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

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Personnel Matters

DATE: September 24, 2025

We recommend the following personnel actions:

Deborah Brothers, Professor English retirement effective 07/31/2026.

Approve a change in salary grade for Anne Armbruster. Her position as Director, Student Support Services was recently evaluated for salary grade placement due to changes in job responsibilities. This position will be placed in salary grade L effective September 15, 2025.

A recommendation for the termination of Michael Grove, Property Control Technician, effective September 24, 2025.