
LLCC Board of Trustees Regular Meeting

January 21, 2026

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**

Tuesday, January 21, 2026
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 January 21, 2026 Meeting
- D. Introductions and Recognitions
- E. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of December 15, 2025
- B. Ratify Payments of Cash Disbursements for December and the December 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. Millennium Center Furniture
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
 - 1. Solar Powered Commercial Construction Training Lab – Contractor Recommendation
 - 2. Approval of Grant Funded Project – Litchfield Truck Driver Training Expansion
- J. Other Items

III. Action Agenda

- A. Policies
- B. Academic Services Division Items
- C. Student Services Division Items
- D. Administrative Services Division Items
- E. Information Technology Items
- F. Executive Division Items

IV. Information Items

- A. Staff Reports
 - 1. Academic Services
 - 2. Student Services
 - 3. Administrative Services
 - a. Position Vacancies and Hires
 - b. Construction Progress Update
 - c. Monthly Financial Report
 - 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 Classified Staff
- F. Report from Professional Staff
- G. Report from Facilities Services Council
- H. Chairman's Report
- I. Secretary's Report
- J. Foundation Report
- K. Other Board Members' Reports

V. Strategic Discussion

VI. Executive Session

- A. Personnel Matters
- B. Review of Executive Session Minutes
- C. Pending /Imminent Legal Matters

VII. Actions from Open/Executive Session

- A. Approval of Personnel Matters
- B. Approval of Release of Executive Session Minutes and Approval of Recording 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 December and the
December Treasurer's Report

DATE: January 21, 2026

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 December, 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 December 31, 2025.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during December 2025, and ratify the December 31, 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: January 21, 2026

Name	Meeting	Location	Purpose	Amount
Beckmier, Craig +10 Students	Dixie International Livestock Judging Competition	Jackson, MS	Student Experience	\$2,578**
Beckmier, Craig +13 Students	San Antonio Livestock Judging Competition	San Antonio, TX	Student Experience	\$4,840**
Beckmier, Craig +13 Students	Houston Livestock Judging Competition	Houston, TX	Student Experience	\$6,591**
Beutke, Kyle	San Antonio Livestock Judging Competition	San Antonio, TX	Student Experience	\$345**
Beutke, Kyle	Houston Livestock Judging Competition	Houston, TX	Student Experience	\$600**
Beutke, Kyle	Dixie International Livestock Judging Competition	Jackson, MS	Student Experience	\$189**
Casey, Natasha	League of Innovation Conference	Indianapolis, IN	Faculty Development	\$2,419
Casey, Natasha	Central States Communication Association Conference	Minneapolis, MN	Faculty Development	\$1,961
Fulgenzi, Jeff	ACCT National Legislative Summit	Washington, DC	Board Travel	\$3,000
Rhodes, Laura	National Training Institute Conference	Tampa, FL	Professional Development	\$0*

Gleckler, Bryan	Spfld Sangamon Growth Alliance & Spfld Chamber of Commerce Fly In	Washington, DC	Administrator Travel	\$2,111
Warren, Charlotte	Spfld Sangamon Growth Alliance & Spfld Chamber of Commerce Fly In	Washington, DC	Administrator Travel	\$2,111

**Outside Funding*

*** Designated Ag Fund – LLCC Foundation*

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Millennium Center Furniture

DATE: January 21, 2026

Master Plan Phase 1 is a comprehensive remodel of the Millennium Center, which includes updates to shared common areas, individual staff offices, and classrooms. To maintain design consistency with existing campus spaces, our architectural firm, Demonica Kemper Architects, requested a furniture proposal from our previous supplier.

Bidder	Bid Price
Henricksen (Bloomington, IL)	\$728,217.17

Henricksen will utilize the following purchasing consortiums to ensure compliance and competitive pricing: Omnia (Contract #07-78), IPHEC (Contract #1905), and TIPS (Contract #230301).

Budget Impact:

Total Funds Requested: \$728,217.17
Source of Funds: 2025 Bond 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 Henricksen for Millennium Center furniture at the total cost of \$728,217.17.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: January 21, 2026

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 the ILGA Legislative Printing unit to provide Forklift Certification Training. Up to twenty participants will be trained over two classes in February.

The Continuing, Corporate, and Professional Education Department has entered into a contract with Pleasant Plains High School to provide Work Ready Classrooms Training. Approximately 40 people will attend in January.

The Culinary Institute has entered into a contract with the Sustainable Food Institute of America to provide Culinary Training. The training will be held at the Workforce Careers Center in May.

The Culinary Institute has entered into a contract with a local Girl Scout Troop to provide a hands-on culinary tour and activity. The activity was held in December.

The Health Professions Department seeks approval to amend our current Clinical Site Agreement with Memorial Health System to include the College's Surgical Technology Program.

The Health Professions Department seeks approval to enter into a Clinical Site Agreements with West Central Illinois Special Education Cooperative and with McDonough District Hospital for students enrolled in the College's Occupational Therapy Assistant Program.

The Workforce Institute seeks approval to enter into Internship Affiliation Agreements with Alpha Supply Corp, Alpine & ITW Construction Products, Corteva, and Dometic for students enrolled in the College's Construction Technologies Program.

The Academic Services Division seeks approval to enter into an Internship Affiliation Agreement with AutoZone for students enrolled in the various Automotive Programs.

LLCC Medical District seeks approval to enter into an Internship Affiliation Agreement with Coble Animal Hospital for students enrolled in the College's Veterinary Assistant Program.

The Workforce Institute seeks approval to enter into an Internship Affiliation Agreement with Heartland Heating and Cooling for students enrolled in the College's Air Conditioning, Refrigeration, and Heating Program.

The Math and Computer Science Department seeks approval to enter into Internship Affiliation Agreements with Monarch Payment Advisors LLC, and with W. Mark Computer Consulting LLC for students enrolled in the College's Computer Systems Program.

<p>MOTION: Move to approve the Clinical Site Amendment with Memorial Health Systems, the Clinical Site Agreements with Western Illinois Special Education Cooperative and McDonough District Hospital, approve the Internship Affiliation Agreements with Alpha Supply Corp, Alpine & ITW Construction Products, Corteva, Dometic, AutoZone, Coble Animal Hospital, Heartland Heating and Cooling, Monarch Payment Advisors LLC, and W. Mark Computer Consulting LLC.</p>
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MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: January 21, 2026

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

Humanities Arts, Communication and English Department seeks ratification of the application for the Advanced Developmental Education Reform grant. If awarded, the grant will provide full time and adjunct faculty with professional development to teach Corequisite English. This will also include a semester long mentorship program.

Workforce Institute seeks ratification of the application Energy Transition Community Grant. If approved, this grant will purchase the trucks and trailers for the new trucking driving training site in Litchfield. In addition, grant funds will be used to renovate the Arts and Technology building at LLCC-Litchfield for office and classroom space for the program.

MOTION: Move to ratify the grant application for the Advancing Developmental Education Reform grant in the amount of \$50,000 and the grant application for the Energy Transition Community grant in the amount of \$1,403,575.56.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Solar Powered Commercial Construction Training Lab – Contractor Recommendation

DATE: January 21, 2026

Sealed proposals were requested for the Solar Powered Commercial Construction Training Lab project and were received by the Construction Manager's Office on December 16th. The scope of the project includes installation of a roof mounted solar array at Sangamon Hall South on the Main Campus in Springfield. In addition, there will be monitoring of solar panel production and building usage that will be integrated into classroom instruction.

The tabulation of those proposals is as follows:

Contractor	Base Bid	Alternate #1 Deduct (move panels to flat roof)
B&B Electric, Inc. Springfield, IL	\$280,550	(\$7,850)

The following companies were contacted but chose not to submit a proposal: Anderson Electric (Springfield, IL), Egizii Electric, Inc. (Springfield, IL), Senergy Electric, Inc. (Williamsville, IL).

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Thursday, November 20, 2025, edition of the Illinois Times.

Budget Impact:

Total Funds Requested: \$282,700
(\$280,550 Bid Amount - Alternate Bid #1 Deduct \$7,850 = \$272,700 + \$10,000 Contingency)

Source of Funds: Illinois Green Economy Network (IGEN) and 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, 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 \$280,550 and Alternate Bid #1 Deduct in the amount of (\$7,850) from B&B Electric, Inc. and to establish a project contingency in the amount of \$10,000, for an aggregate amount of \$282,700 to complete the Solar Powered Commercial Construction Training Lab Project at LLCC's Main Campus.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Grant Funded Project – Litchfield Truck Driver Training Expansion

DATE: January 21, 2026

Tonight, we are asking you to approve a project for infrastructure improvements to facilitate expansion of Truck Driver Training program at the Litchfield Campus. The infrastructure improvements scope includes creation of a concrete truck driver training lot, site lighting, drainage and an access road across the adjacent Litchfield School District SCI training campus property.

This project is made possible by a state budget allocation in Public Act 104-0003 Article 128, Section 40, page 889. The state allocation in the amount of \$2,600,000 for design and implementation of infrastructure improvements for the Truck Driver Training Program located at Litchfield is administered by the Department of Commerce and Economic Opportunity (DCEO).

LLCC received \$2,600,000 from the FY2026 IL State Budget. We do not need to supplement the project with additional local funds. Due to the presence of state funding, we will work with the DCEO to determine A/E selection, bidding requirements, funding disbursements, and other requirements.

Budget Impact:

Total Funds Requested:	\$0
Source of Funds:	Restricted
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 Litchfield Truck Driver Training Expansion project at the Litchfield Campus.

III. Action Agenda

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: January 21, 2026

POSITION VACANCIES

Classified

Enrollment Services Representative I - 2 (FT)

Professional

ERP Systems Administrator I - 2 (FT)

Marketing Manager (FT)

Truck Driver Training Specialist (FT)

Administrator

Dean, Health Professions

Dean, The Learning Center

Director, Nontraditional Programming

Program Director, Agriculture

Full-time Faculty – Academic Year 2026-2027

Instructor, Biology – 2

Instructor, Chemistry

Instructor, Computer Science

Instructor, English

Full-time Faculty – Spring 2026

Instructor, Cardiovascular & Diagnostic Medical Sonography

Instructor, Diesel Technologies

NEW HIRES

Howard, Tyler	Building Custodian	01/13/2026
Roberts, Tanner	Property Control Technician	02/02/2026

RESIGNATIONS

King, Anna	Enrollment Services Representative I	12/24/2025
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PROMOTIONS

Bailey, Sarah	Program Navigator, PATH	01/12/2026
Payne, Sarah	Student Support Services Coordinator	01/20/2026

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: January 21, 2026

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

Interior Wayfinding Phase 2

The project is under way.

Logan Hall Roof Replacement

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

Main Campus Exterior & Interior Lighting Upgrade Phase 4

The project is under way.

PHS Projects – FY26

Interior Wayfinding Phase 3

Development of construction documents is underway.

Child Development Center Mechanical Upgrades
Development of construction documents is underway.

Small Projects – FY25

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

Design development is under way. The CDB project schedule allows 48 weeks for design development.

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 and Logan Hall is substantially complete. The storage building assembly is underway as well.

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

The project is under way.

Illinois Green Economy Network (IGEN) Grant

Solar Powered Commercial Construction Training Lab

Our recommendation is before you this evening.

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: The project is under way.

- Phase A2 Asbestos Abatement of Sangamon Hall: Design work has begun, and we anticipate bringing bid results for board approval at the February board meeting.
- Phase A3 Renovations of Sangamon Hall: Design work has begun, and we anticipate bringing bidding results through O'Shea Builders for board approval at the April board meeting.

Master Plan Implementation – Phase B

Renovations in main level of Menard Hall.

- Fall 2025 – User Group meetings to confirm scope have been ongoing.
- 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: January 21, 2026

Attached is the Quarterly Budget Transfer Report reflecting transfers at the end of the second 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.

<p style="text-align: center;">QUARTERLY BUDGET TRANSFER REPORT December 31, 2025</p>
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EDUCATIONAL FUND

Budget	\$54,003,888
Transfers	\$68,556
Percentage	.13%

O&M FUND

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

OTHER FUNDS

Budget	\$47,870,837
Transfers	\$177,633
Percentage	.37%

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

FEBRUARY 2026 <ul style="list-style-type: none"> • Sabbatical Leaves • Approval of Faculty Positions • Faculty Tenure & Continuing Employment Recommendations • Board Meeting 2/25/26 	MARCH 2026 <ul style="list-style-type: none"> • Administrative Positions • Board Meeting 3/25/26 	APRIL 2026 <ul style="list-style-type: none"> • Seating of Student Trustee • Gala 4/25/26 • Board Meeting 4/22/26 	MAY 2026 <ul style="list-style-type: none"> • Student Recognition 4/30/26 • Employee Recognition • Commencement 5/15/26 • Board Meeting 5/27/26
JUNE 2026 <ul style="list-style-type: none"> • Summer Adjunct Faculty Listing • Budget Workshop • Board Meeting 6/24/26 	JULY 2026 <ul style="list-style-type: none"> • FY27 Tentative Budget • Board Meeting 7/22/26 	AUGUST 2026 <ul style="list-style-type: none"> • Board Meeting 8/26/26 	SEPTEMBER 2026 <ul style="list-style-type: none"> • Budget Adoption/Public Hearing • Fall Adjunct Faculty Listing • Board Meeting 9/23/26
OCTOBER 2026 <ul style="list-style-type: none"> • PHS Projects • Board Meeting 10/28/26 	NOVEMBER 2026 <ul style="list-style-type: none"> • Financial Audit Review • Board Meeting 11/18/26 	DECEMBER 2026 <ul style="list-style-type: none"> • Adopt CY26 Property Tax Levy • Board Meeting 12/14/26 • General Obligation Alternate Bond Levy Abatement 	JANUARY 2027 <ul style="list-style-type: none"> • Spring Adjunct Faculty Listing • Board Meeting 1/27/27

V. Strategic Discussion