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***LLCC Board of Trustees Regular Meeting***

***February 25, 2026***

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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, February 25, 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 February 25, 2026 Meeting
- D. Introductions and Recognitions
- E. Hearing of Citizens

**II. Consent Agenda**

- A. Approval of Minutes of the Regular Meeting of January 21, 2026
- B. Ratify Payments of Cash Disbursements for January and the January 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 Installation
  - 2. Advanced Programmable Logical Training System
  - 3. Robotic Training System
  - 4. Library SpaceSaver Eclipse Mobile Storage System
- F. Contracts/Agreements
  - 1. Monthly Training Contract/Clinical Agreement Status Report
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
  - 1. 2025 Master Service Agreement for Construction Management – Amendment #4 – Contract Extension
  - 2. FY26 Parking Lot & Sidewalk Improvements – Contractor Recommendation
  - 3. Litchfield Truck Driver Training Expansion – Selection of Architectural/Engineering Firm
  - 4. Master Plan Implementation – Modification of Architect Agreement
  - 5. Master Plan Implementation – Phase A2 – Asbestos Abatement of Sangamon Hall – Abatement Contractor Recommendation
- J. Other Items

**III. Action Agenda**

- A. Policies
  - 1. Revision to Board Policy 5.19 – Student Obligations

- B. Academic Services Division Items
  - 1. Sabbatical Leave Recommendation for 2026-2027
- 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
  - 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**

- A. Sabbatical Presentation

#### **VI. Executive Session**

- A. Personnel Matters
- B. Faculty Tenure and Continuing Employment
- C. Faculty Positions
- D. Pending /Imminent Legal Matters

#### **VII. Actions from Open/Executive Session**

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

#### **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 January and the  
January Treasurer's Report

**DATE:** February 25, 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 January, 2026, (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 January 31, 2026.

**MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during January 2026, and ratify the January 31, 2026, Treasurer's Report.**

**AGENDA ITEM II.C.1**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees  
**FROM:** Charlotte J. Warren  
President  
**SUBJECT:** Ratification of Out-of-State Travel  
**DATE:** February 25, 2026

<b>Name</b>	<b>Meeting</b>	<b>Location</b>	<b>Date</b>	<b>Purpose</b>	<b>Amount</b>
Davis, Vicki	ACCT National Legislative Summit	Washington, DC	02/09/2026-02/12/2026	Trustee Travel	\$3,146

<b>AGENDA ITEM II.C.2</b>
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**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Out-of-State Travel

**DATE:** February 25, 2026

<b>Name</b>	<b>Meeting</b>	<b>Location</b>	<b>Purpose</b>	<b>Amount</b>
Heeb Bivona, Diana	National Assoc. of Workforce Professionals Conference	Phoenix, AZ	Professional Development	\$2,465
Henry, Bobbi	AIR Forum	Washington, DC	Professional Development	\$2,805
Hovey, Christie	The Learning Summit	Atlanta, GA	Faculty Development	\$185*
Maskey, Cynthia	ACEN Evaluation Review Panel	Atlanta, GA	Professional Development	\$0**
Mason, Clayton	AIR Forum	Washington, DC	Professional Development	\$2,510
Mills, Alison	League for Innovation in the Community College Conference	Indianapolis, IN	Professional Development	\$2,640
Murphy, Janelle	JRCERT Site Visit	Corpus Christi, TX	Professional Development	\$0**
Protz Silveira, Brenda	Central States Communication Conference	Minneapolis, MN	Faculty Development	\$1,578
Vaughn, George	Central States Communication Conference	Minneapolis, MN	Faculty Development	\$2,177
Wilson, Diane	CoA Program Accreditation Site Visit	Memphis, TN	Professional Development	\$0
Warren, Charlotte	Phi Theta Kappa Annual Convention	Baltimore, MD	Administrative Travel	\$1,800

*\*Some expenses paid by conference*

*\*\*All expenses paid by conference*

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Millennium Center Furniture Installation

**DATE:** February 25, 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. Our design and architect firm, Demonica Kemper Architects, solicited bids for furniture installers that will be utilized in this new space. A summary of the bids received is detailed below.

<b>Bidder</b>	<b>Phase 1 Bid Price</b>	<b>Phase 2 Bid Price</b>	<b>Total Cost</b>
MRI	\$70,850	\$77,650	\$148,500
Precision Office Installers	\$68,750	\$76,705	\$145,455
<b>Modular Installations &amp; Design</b>	<b>\$61,760</b>	<b>\$70,600</b>	<b>\$132,360</b>

**Budget Impact:**  
Total Funds Requested: \$132,360  
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 for Modular Installations & Design for Millennium Center furniture installation at the total cost of \$132,360.**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Advanced Programmable Logical Controller (PLC) Training System

**DATE:** February 25, 2026

The College issued a Request for Proposals from qualified vendors to provide six Advanced PLC training systems for use by the Electrical Maintenance program.

<b>Bidder</b>	<b>Total Cost</b>
<b>Moss Enterprises Johnston, IA</b>	<b>\$88,710</b>
Aidex Educational Systems, Rossville, IN	\$77,717*
Advanced Technologies Consultants, Plymouth, MI	\$108,304

\*Bid did not meet specifications.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Monday, January 5, 2026, edition of the State Journal Register.

Although the Aidex Educational Systems proposal was the lowest in cost, it did not meet all of the required technical specifications necessary to support the instructional objectives of the training program. The proposal submitted by Moss Enterprises fully meets the required specifications. Therefore, the purchase recommendation is based on best value and functional compliance rather than lowest price alone.

**Budget Impact:**

Total Funds Requested: \$88,710  
Source of Funds: Operating FF&E Funds  
Projected Revenue: N/A  
Projected Savings: N/A

**Student Learning Impact:**

**How will proposed agenda item impact student learning?**

Students to acquire hands-on experience with industrial control equipment.

**How will proposed agenda item be measured?**

N/A

**MOTION:** Move to approve a purchase order for six Advanced PLC training systems at a total cost of \$88,710 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2026-08.

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees  
**FROM:** Charlotte J. Warren  
President  
**SUBJECT:** Robotic Training System  
**DATE:** February 25, 2026

The College issued a Request for Proposals from qualified vendors that provide robotic training systems for use by the Electrical Maintenance program.

<b>Bidder</b>	<b>Total Cost</b>
<b>Advanced Technologies Consultants Plymouth, MI</b>	<b>\$49,072</b>
Aidex Educational Systems Rossville, IN	\$66,434
Moss Enterprises Johnston, IA	\$9,574*

\*Moss Enterprises submitted the lowest bid; however, the proposed unit was smaller than specified and did not include all the functions required by the program.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Monday, January 5, 2026, edition of the State Journal Register.

**Budget Impact:**

Total Funds Requested: \$49,072  
Source of Funds: Operating Funds  
Projected Revenue: N/A  
Projected Savings: N/A

**Student Learning Impact:**

**How will proposed agenda item impact student learning?**

Students acquire hands-on experience with utilizing, teaching and operating robotic equipment.

**How will proposed agenda item be measured?**

N/A

**MOTION: Move to approve a purchase order for the robotic training system at a total cost of \$49,072 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2026-07.**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Library Spacesaver Eclipse Mobile Storage System

**DATE:** February 25, 2026

The College requests approval to relocate the existing Spacesaver Eclipse High-Density Mobile Storage System to the lower level of the library and to proceed with the purchase and installation of a new Spacesaver Eclipse System. Bradford Systems, the authorized Spacesaver Area Contractor for Illinois and an approved Sourcewell contract provider (Contract No. 110923-SPC; Sourcewell Member No. 17909), will manage the relocation of the current system as well as the procurement and installation of the new system.

**Budget Impact:**

Total Funds Requested: \$235,267.77  
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 the relocation of the existing Spacesaver Mobile Storage System and the purchase and installation of a new Spacesaver Mobile System for the library, in the amount of \$235,267.77.

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Monthly Training Contract/Clinical Agreement Status Report

**DATE:** February 25, 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 Ahlstrom to provide a Lunch & Learn on Critical Thinking in the Workplace Training. Approximately 15 people will attend in February.

The Continuing, Corporate, and Professional Education Department has entered into a contract with Alpine ITW to provide Front Line Manager Training. Approximately 10 people will attend in March.

The Continuing, Corporate, and Professional Education Department has entered into a contract with the Compass for Kids to provide Performance Management Training. Approximately 15 people will attend in March.

The Continuing, Corporate, and Professional Education Department has entered into a contract with Nudo to provide a Navigating Generational Differences in the Workplace Training. Approximately 15 people will attend in March.

The Continuing, Corporate, and Professional Education Department has entered into a contract with Prevention First to provide Office Hours & Professional Success Labs. Labs and Office Hours will begin in February.

The Health Professions Department seeks to ratify a Clinical Site Agreement with Riley Dental for students enrolled in the College's Dental Assistant Program.

The Workforce Institute seeks approval to enter into an Internship Affiliation Agreement with Legacy Pointe Eatery for students enrolled in the College's Culinary/ Hospitality Program.

**MOTION: Move to ratify the Clinical Site Agreement with Riley Dental and approve the Internship Affiliation Agreement with Legacy Pointe Eatery.**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** 2025 Master Service Agreement for Construction Management –  
Amendment #4 – Contract Extension

**DATE:** February 25, 2026

Tonight, we are asking the Board to approve Amendment #4 to the 2025 MSA to extend the 2025 Master Service Agreement with O’Shea Builders (O’Shea) one year, through December 31, 2026. The board approved the 2025 MSA with O’Shea at the October 2024 meeting through December 31, 2025.

Due to the large number of in-progress and upcoming construction projects, we have determined the need for additional administrative support to streamline project schedules, improve the bidding process and limit interruptions to college activities as much as possible. With multiple projects at our various campuses, coordinating the work with multiple General Contractors (and their subcontractors) has become extremely difficult.

As previously approved, the MSA will be utilized by the Construction Management Office noting the following:

- The cost of O’Shea’s services will be determined by project amendments that will come to the board for approval.
- The services provided under the MSA are of a professional character and all “brick and mortar” work will be subject to competitive bidding and performed by subcontractors and vendors. O’Shea will (in essence) replace the need for a General Contractor on projects and will not self-perform any work.
- By accepting this agreement, the administration and board maintains the ability to use our traditional bidding methods should we choose. The college will decide which projects, if any, will be administered under the O’Shea MSA, and each project will be subject to an Amendment to the MSA that will require board approval.
- The college will continue to engage the services of architects and engineers to design projects as we have in the past under separate contracts and advise the college on design decisions, scope, material selection, changes in the work, closeout, etc.

- All board policies and applicable laws will continue to be followed for construction projects (including but not limited to) public advertisement for bid, prevailing wage, Title VI Civil Rights Act, apprenticeship programs, equal employment opportunity, etc.

**Budget Impact:**

Total Funds Requested: N/A  
Source of Funds: N/A  
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 2025 MSA Amendment #4 for a one-year extension of the 2025 Master Service Agreement with O'Shea Builders through December 31, 2026.**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** FY26 Parking Lot & Sidewalk Improvements – Contractor Recommendation

**DATE:** February 25, 2026

Sealed proposals were requested for the FY26 Parking Lot & Sidewalk Improvements Project and were received at the Construction Manager’s Office on January 27th. The scope of the project includes milling and paving parking lot 2 and repairing/replacing sections of damaged concrete sidewalks on the Main Campus and parking lot repairs on the Litchfield Campus.

A tabulation of those proposals is as follows:

<b>Contractor</b>	<b>Base Bid A (Springfield Main Campus)</b>	<b>Base Bid B (Litchfield)</b>	<b>Combined Base Bid (Springfield Main Campus &amp; Litchfield)</b>
DeLaurent Construction Co., Inc. Wilsonville, IL	NO BID	\$96,883	NO BID
P.H. Broughton & Sons, Inc. Springfield, IL	\$104,955	NO BID	NO BID
<b>Ron Furman's Commercial Sweeping &amp; Paving Springfield, IL</b>	<b>\$90,825</b>	<b>\$97,919</b>	<b>\$188,744</b>
Vision Infrastructure Construction Corporation (The Asphalt Guy) Jacksonville, IL	\$127,482.88	\$87,770	\$210,000

The following companies were issued bid documents but chose not to submit a proposal: Kinney Contractors Inc., Raymond, IL 62560.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Thursday, January 16, 2025, edition of the Illinois Times.

The lowest responsive bid is within the project budget approved during the FY26 budgeting process.

**Budget Impact:**

Total Funds Requested: \$207,619  
(\$188,744 Bid Amount + \$18,875 Contingency)  
Source of Funds: Infrastructure  
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 Combined Base Bid in the amount of \$188,744, from Ron Furman's Commercial Sweeping & Paving, and to establish a project contingency in the amount of \$18,875, for an aggregate amount of \$207,619 to complete the FY26 Parking Lot & Sidewalk Improvements at LLCC's Main Campus and Litchfield Campus.**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Litchfield Truck Driver Training Expansion – Selection of Architectural/Engineering Firm

**DATE:** February 25, 2026

The Litchfield Truck Driver Training Expansion project was approved at the January 27, 2026 board meeting. Martin Engineering Company (MEC), Springfield IL, has agreed to provide design services for this project. MEC will be working with GHR Engineers & Associates, Inc. (mechanical & electrical engineering) to provide design and construction administration for this project. MEC is proposing a fee of \$223,650 to provide engineering services, which is within the fee structure range for a project of this scope and complexity. Per the 50 ILCS 510 Local Government Professional Services Selection Act, A/E firms can continue to be awarded contracts without bidding/QBS (qualifications-based selection) as long as there is a satisfactory relationship between said firm and LLCC.

**Budget Impact:**

Total Funds Requested:	\$223,650
Source of Funds:	DCEO Grant
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 accept the proposal from Martin Engineering Company in the amount of \$223,650 to provide design services for the Litchfield Truck Driver Training Expansion project.**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Master Plan Implementation – Modification of Architect Agreement

**DATE:** February 25, 2026

During the course of any construction project, modifications to the agreement are necessary to facilitate additional services provided by the design team. Furniture drawings and layout, meetings with end-users, assistance with procurement and furniture selection services were not included in the original fee from Demonica Kemper Architects (DKA), Chicago, IL

As final space programming of each space was unknown, i.e. until the college had decided how each space was to be used, the furniture selection was also unknown. As each phase of the Master Plan Implementation is better defined, DKA will have a fee modification for furniture layout and selection services. As Phase A1 Renovations of Millennium Center is currently under construction, it was determined the additional fee is as follows:

DKA has agreed to provide furniture layout and selection services at Phase A1 Renovations at Millennium Center for a fee of \$33,380, which is within the fee structure range for a project of this scope and complexity.

**Budget Impact:**

Total Funds Requested:	\$33,380
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 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 modify the existing agreement with Demonica Kemper Architects in the amount of \$33,380 to provide furniture layout and selection services for the Phase A1 Renovations of Millennium Center Master Plan Implementation Project at the Main Campus.**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Master Plan Implementation – Phase A2 Asbestos Abatement of Sangamon Hall – Abatement Contractor Recommendation

**DATE:** February 25, 2026

Sealed proposals were requested for the Master Plan Implementation – Phase A2 Asbestos Abatement of Sangamon Hall and were received at the Construction Manager’s Office on February 5, 2026. The main level of Sangamon Hall requires asbestos abatement work before construction can begin in Sangamon Hall. The proposals received also include all demolition work within the Master Plan scope area in Sangamon Hall. After this scope of work is complete, O’Shea Builders (and their subcontractors) will follow behind with Phase A3 new construction work in the same area.

A tabulation of those proposals is as follows:

<b>Contractor</b>	<b>Base Bid</b>
<b>American Asbestos Abatement, LLC dba Midwest Service Group St. Peters, MO</b>	<b>\$275,200</b>
General Waste Services Inc. Alton, IL	\$356,760
Great Western Abatement, Inc. Jerseyville, IL	\$405,500
Spectrum Environmental, LLC (an affiliate of Alloy Group) Earth City, MO	\$380,100
Thornburgh Abatement St. Louis, MO	\$583,990

The following companies were issued bid documents but chose not to submit a proposal: CENPRO Services Inc., Madison, IL.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Thursday, January 15, 2026, edition of the Illinois Times.

The lowest responsive bid is within the project abatement budget approved at the October 2025 Board meeting.

**Budget Impact:**

Total Funds Requested: \$302,700  
(\$275,200 Bid Amount + \$27,500 Contingency)  
Source of Funds: Protection, Health, and Safety  
Projected Revenue: N/A  
Projected Savings: N/A

**Student Learning Impact:**

**How will proposed agenda item impact student learning?**

By improving the physical environment in which instruction, study, administrative and leisure activities take place.

**How will proposed agenda item be measured?**

This project is measured first by completion within the predetermined budget and time allotted for completion, and then by the satisfaction of the users and stakeholders.

**MOTION: Move to approve the Base Bid in the amount of \$275,200 from American Asbestos Abatement, LLC dba Midwest Service Group and to establish a project contingency in the amount of \$27,500, for an aggregate amount of \$302,700 to complete abatement on the first floor of Sangamon Hall for the Master Plan Implementation – Phase A2 Asbestos Abatement of Sangamon Hall Project at LLCC’s Main Campus.**

### ***III. Action Agenda***

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Revisions to Board Policy 5.19 – Student Financial Obligations

**DATE:** February 25, 2026

These revisions include changes to the policy to align with current practices.

**Policy Statement:**

Students shall discharge all financial and other obligations to the District prior to registering for **any LLCC classes. the next semester.** These obligations include but are not limited to ~~overdue library book fines, tuition, student fees, bookstore charges and childcare center fees.~~

- Tuition and student fees
- Bookstore charges
- Library fines
- Childcare center fees

**This restriction shall remain in place until the indebtedness is paid in full or the student enters into an approved payment plan.**

**In accordance with Illinois Public Act 103-0054, Lincoln Land Community College will not withhold transcripts from students with a balance owed if the transcript is requested for the following reasons:**

- Job application
- Transfer to another institution of higher learning
- Application for State, Federal or institutional financial aid
- Enlistment in the United States Armed Forces or the Illinois National Guard
- Pursuit of other postsecondary opportunities

**Diplomas and certificates will be withheld while financial obligations remain unresolved. They will be released upon full payment.**

**Student indebtedness after three billing cycles, regardless of the amount, may be turned over to a third-party collection agency.**

This is being presented for a first reading tonight. No action is required at this meeting. With Board concurrence, we will return this policy to you for action at the regularly scheduled March 2026 meeting of the Board.

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Sabbatical Leave Recommendation for 2026-2027

**DATE:** February 25, 2026

Two (2) faculty members submitted a sabbatical leave request for the academic year 2026-2027. The Sabbatical Leave Committee, comprised of tenured faculty members, reviewed the requests, and forwarded their review.

The following sabbatical leave requests for the fall and spring semesters of the 2026-2027 Academic Year are submitted for your approval.

Dr. Alison Stachera, Professor of English, requests a sabbatical leave for Fall 2026 semester to create a draft Open Educational Resource (OER) for EGL 101 as the foundation for a departmentwide, first-year composition textbook. During the sabbatical, she plans to research, collaborate with faculty, write, and design a pilot OER, integrate accessibility features, and prepare the text for Spring 2027 classroom testing. The project aims to improve affordability, accessibility, and curricular consistency across high enrollment composition courses at LLCC.

Dr. Colin Suchland, Professor of Sociology, requests a sabbatical leave for the spring 2027 semester to develop his skills in sociological ethnography and documentary filmmaking to integrate project-based, microdocumentary assignments into sociology courses at LLCC. During the sabbatical, he plans to complete online filmmaking and editing courses, produce two short documentaries (including one featuring a local community), and create an online filmmaking guide for LLCC students to support the incorporation of filmmaking in other courses. The project is designed to enhance student learning and to support innovative pedagogy-based, micro-documentary assignments into sociology courses at LLCC.

**MOTION: Move to approve the sabbatical leaves for Dr. Alison Stachera for Fall Semester 2026 and for Dr. Colin Suchland for Spring Semester 2027.**

***IV. Information Items***

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees  
**FROM:** Charlotte J. Warren  
President  
**SUBJECT:** Position Vacancies and Hires  
**DATE:** February 25, 2026

**POSITION VACANCIES**

**Classified**

IT Support Specialist I (FT)  
IT Trainer/Technical Writer (FT)

**Professional**

Adult Education Coordinator (FT)  
Marketing Manager (FT)  
Radiography Skills Lab Professional (FT)

**Administrator**

Dean, The Learning Center  
Director, Nontraditional Programming  
Program Director, Agriculture

**Full-time Faculty**

Instructor, Basic Nurse Assistant  
Instructor, Biology – 2  
Instructor, Chemistry  
Instructor, Computer Science  
Instructor, Construction Technologies  
Instructor, Diesel Technologies  
Instructor, English  
Instructor, Mathematics  
Instructor, Welding

**NEW HIRES**

Damitz, Don	ERP Systems Administrator I	02/02/2026
Miller, John	Truck Driver Training Specialist	02/02/2026
Walter, Devin	Enrollment Services Representative I	02/16/2026
Watret, Madison	Enrollment Services Representative I	02/23/2026

**RETIREMENTS**

Boehler, Susan

Student Success Advisor I

03/31/2026

**PROMOTIONS**

Brown, Ed

ERP Systems Administrator I

02/02/2026

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Construction Progress Update

**DATE:** February 25, 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.

## **Small Projects – FY26**

### **FY26 Parking Lot & Sidewalk Improvements**

Our recommendation is before you this evening.

## **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**

The project is under way.

## **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: Our recommendation is before you this evening.
- 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.

- Spring 2026 – Design work will continue after Phase A3 design work is complete.
- 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 Summer 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.

- Summer 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 Fall 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.

**AGENDA ITEM IV.A.6.a**

**AGENDA MASTER CALENDAR**

<p style="text-align: center;"><b>MARCH 2026</b></p> <ul style="list-style-type: none"> <li>• Administrative Positions</li> <li>• Board Meeting 3/25/26</li> </ul>	<p style="text-align: center;"><b>APRIL 2026</b></p> <ul style="list-style-type: none"> <li>• Seating of Student Trustee</li> <li>• Gala 4/25/26</li> <li>• Board Meeting 4/29/26</li> </ul>	<p style="text-align: center;"><b>MAY 2026</b></p> <ul style="list-style-type: none"> <li>• Student Recognition 4/30/26</li> <li>• Employee Recognition 5/13/26</li> <li>• Commencement 5/15/26</li> <li>• Board Meeting 5/27/26</li> </ul>	<p style="text-align: center;"><b>JUNE 2026</b></p> <ul style="list-style-type: none"> <li>• Summer Adjunct Faculty Listing</li> <li>• Budget Workshop</li> <li>• Board Meeting 6/24/26</li> </ul>
<p style="text-align: center;"><b>JULY 2026</b></p> <ul style="list-style-type: none"> <li>• FY27 Tentative Budget</li> <li>• Board Meeting 7/22/26</li> </ul>	<p style="text-align: center;"><b>AUGUST 2026</b></p> <ul style="list-style-type: none"> <li>• Board Meeting 8/26/26</li> </ul>	<p style="text-align: center;"><b>SEPTEMBER 2026</b></p> <ul style="list-style-type: none"> <li>• Budget Adoption/Public Hearing</li> <li>• Fall Adjunct Faculty Listing</li> <li>• Board Meeting 9/23/26</li> </ul>	<p style="text-align: center;"><b>OCTOBER 2026</b></p> <ul style="list-style-type: none"> <li>• PHS Projects</li> <li>• Board Meeting 10/28/26</li> </ul>
<p style="text-align: center;"><b>NOVEMBER 2026</b></p> <ul style="list-style-type: none"> <li>• Financial Audit Review</li> <li>• Board Meeting 11/18/26</li> </ul>	<p style="text-align: center;"><b>DECEMBER 2026</b></p> <ul style="list-style-type: none"> <li>• Adopt CY26 Property Tax Levy</li> <li>• Board Meeting 12/14/26</li> <li>• General Obligation Alternate Bond Levy Abatement</li> </ul>	<p style="text-align: center;"><b>JANUARY 2027</b></p> <ul style="list-style-type: none"> <li>• Spring Adjunct Faculty Listing</li> <li>• Board Meeting 1/27/27</li> </ul>	<p style="text-align: center;"><b>FEBRUARY 2027</b></p> <ul style="list-style-type: none"> <li>• Sabbatical Leaves</li> <li>• Approval of Faculty Positions</li> <li>• Faculty Tenure &amp; Continuing Employment Recommendations</li> <li>• Board Meeting 2/24/27</li> </ul>

## ***V. Strategic Discussion***

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Sabbatical Presentation

**DATE:** February 25, 2026

Jennifer O'Malley, Professor, Biology will provide a brief presentation on the results of her sabbatical project. Her project included creating instructional videos, images, and supplemental content that enhance Anatomy and Physiology instruction.