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

***May 27, 2026***

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Wayne Rosenthal, Chair

Ken Elmore, Vice Chair

Samantha Enz, Secretary

Vicki Davis

Gordon Gates

Jeff Fulgenzi

Mark Holaway

Rylie Jones, 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, May 27, 2026  
5:30 P.M.

Lincoln Land Community College  
Robert H. Stephens Room

**I. Preliminary Matters**

- A. Roll Call
- B. Pledge of Allegiance
- C. Introductions and Recognitions
- D. Adoption of Agenda of the May 27, 2026 Meeting
- E. Hearing of Citizens

**II. Consent Agenda**

- A. Approval of Minutes of the Regular Meeting of April 29, 2026
- B. Ratify Payments of Cash Disbursements for April and the April 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. Athletic Travel
- F. Contracts/Agreements
  - 1. Monthly Training Contract/Clinical Agreement Status Report
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
  - 1. Master Plan Implementation – Modification of Architect Agreement
  - 2. Litchfield Truck Driver Training Expansion – Contractor Recommendation
- J. Other Items

**III. Action Agenda**

- A. Policies
  - 1. Revisions to Board Policy 4.13 – Academic Integrity and Proposed New Board Policy 4.131 – Appeals of Alleged Violation of the Academic Integrity Policy
  - 2. Revisions to Board Policy 8.12 – Leaves
- B. Academic Services Division Items
- C. Student Services Division Items
- D. Administrative Services Division Items
  - 1. Specific Stop Loss Insurance
- 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. Strategic Plan Update

**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 April and the April Treasurer's Report

**DATE:** May 27, 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 April, 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 April 30, 2026.

**MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during April 2026, and ratify the April 30, 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:** May 27, 2026

<b>Name</b>	<b>Meeting</b>	<b>Location</b>	<b>Date</b>	<b>Purpose</b>	<b>Amount</b>
McDannald, Katie +10 Students	Mark Twain Museum	Hannibal, MO	05/08/2026- 05/08/2026	Jacksonville Student Trip	\$680

**AGENDA ITEM II.C.2****MEMORANDUM****TO:** Members, LLCC Board of Trustees**FROM:** Charlotte J. Warren  
President**SUBJECT:** Out-of-State Travel**DATE:** May 27, 2026

<b>Name</b>	<b>Meeting</b>	<b>Location</b>	<b>Purpose</b>	<b>Amount</b>
Leitner, David	Dartmouth Summer Seminar for Writing Research	Madison, WI	Faculty Development	\$2,450
Pietrzak, David	Snap-on Torque Train the Trainer	Kenosha, WI	Staff Development	\$1,410
Readenour, Mike	Snap-on Copeland Train the Trainer	Kenosha, WI	Faculty Development	\$1,727
Crain, Kaytlyn	American Assoc. of Medical Assistants (AAMA) Conference	Reno, NV	Faculty Development	\$2,778
Mills, Alison	NASFAA National Conference	National Harbor, MD	Staff Development	\$2,865
Chamberlin, Kat	NASFAA National Conference	National Harbor, MD	Staff Development	\$2,765
Freml, John	TC Distance Education Leadership Academy	Eugene, OR	Staff Development	\$3,065
Walden, Abby	CBExchange 2026	Lake Buena Vista, FL	Staff Development	\$3,400

Burch, Dawn	Association of Veterans Education Certifying Officials Conference	Austin, TX	Staff Development	\$2,657
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**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** FY27 Athletic Travel

**DATE:** May 27, 2026

The College issued a Request for Proposals from qualified vendors that provide transportation for athletics.

<b>Bidder</b>	<b>Total Cost</b>
Timi's Tours Moweaqua, IL	\$174,400
Windstar Lines Bloomington, IL	\$224,425

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Monday, April 13, 2026, edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to: Bales Unlimited, Shumway, IL; Peoria Charter Coach Company, Peoria, IL; STM Ground, Waterloo, IA; Vandalia Bus Lines, Caseyville, IL.

**Budget Impact:**

Total Funds Requested: \$174,400  
 Source of Funds: Operating Funds  
 Projected Revenue: N/A  
 Projected Savings: N/A

**Student Learning Impact:**

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

Student athletes and coaches will receive safe and dependable transportation for their athletic events.

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

N/A

**MOTION:** Move to approve a purchase order to Timi's Tours to provide athletic travel at the total estimated cost of \$174,400 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2026-09.

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

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

**DATE:** May 27, 2026

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

The Continuing, Corporate & Professional Education Department has entered into a contract with Corteva Agriscience to provide Manager Training. Two sessions of manager training will be held in June.

The Community Education Department has entered into a contract with The Jacksonville Promise to provide funding for College for Kids. Approximately 15 kids will attend in July.

The Continuing, Corporate & Professional Education Department is seeking ratification for a contract with Federated Fiducial to provide Manager Training. A series of sessions on a variety of topics will take place from May to December.

LLCC Medical District seeks approval to enter into an Internship Affiliation Agreement with H&H Family Dental & Renken Dentistry for students enrolled in the College's Dental Assistant Program.

Academic Services seeks approval to enter into an Internship Affiliation Agreement with Mailbox Plus for students enrolled in the College's Social Sciences and Business Programs

The Health Professions Department seeks approval to enter into Clinical Site Agreements with Refuge Ranch and Sangamon Area Special Education District for students enrolled in the College's OTA Program.

**MOTION: Move to ratify the contract with Federated Fiducial, approve the Internship Affiliation Agreements with H&H Family Dental, Renken Dentistry, and Mailbox Plus and approve the Clinical Site Agreements with Refuge Ranch and Sangamon Area Special Education District.**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Monthly Grant Status Report

**DATE:** May 27, 2026

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

Workforce Institute seeks ratification of two grant applications, the Metallica Scholars grant and the Manufacturing Academies grant. If awarded, the Metallica Scholars Initiative will be used to support tuition and other fees associated with the Truck Driver Training Program. If awarded, the Manufacturing Academies grant will be used to construct a 6,000 square foot space for an integrated advanced manufacturing lab and classrooms.

**MOTION:** Move to ratify the grant application for the Metallica Scholars Initiative grant in the amount of \$75,000 and the application for the Manufacturing Academies grant in the amount of \$6,000,000.

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

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

**DATE:** May 27, 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 A3 - Renovations of Sangamon Hall 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 A3 - Renovations of Sangamon Hall for a fee of \$45,000, which is within the fee structure range for a project of this scope and complexity.

**Budget Impact:**

Total Funds Requested:	\$45,000
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 \$45,000 to provide furniture layout and selection services for the Master Plan Implementation Phase A3 Renovations of Sangamon Hall Project at the Main Campus.**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Litchfield Truck Driver Training Expansion – Contractor Recommendation

**DATE:** May 27, 2026

Sealed proposals were requested for the Litchfield Truck Driver Training Expansion Project and were received at the Construction Manager’s Office on April 30<sup>th</sup>. The scope of the project includes 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.

The tabulation of those proposals is as follows:

<b>Contractor</b>	<b>Base Bid</b>	<b>Alt. Bid 1 (Lift Station Pump)</b>
Kinney Contractors, Inc. Raymond, IL	\$1,752,675	\$28,510
Stutz Excavating, Inc. Alton, IL	\$1,729,860	\$25,950

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, April 9, 2026, edition of the Illinois Times.

The lowest responsive bid is within the project budget approved at the January 2026 Board meeting.

**Budget Impact:**

Total Funds Requested: \$1,931,410  
(\$1,729,860 Bid Amount + \$25,950 Alt. Bid 1 + \$175,600 Contingency)

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, 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 \$1,729,860 and Alternate Bid #1 in the amount of \$25,950, from Stutz Excavating, Inc., and to establish a project contingency in the amount of \$175,600, for an aggregate amount of \$1,931,410 to complete the Litchfield Truck Driver Training Expansion Project at the LLCC - Litchfield Campus.**

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

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Revisions to Board Policy 4.13 – Academic Integrity and  
Proposed New Board Policy 4.131 - Appeals of Alleged Violations  
of the Academic Integrity Policy

**DATE:** April 29, 2026

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

**Policy Statement:**

The College shall act with consistency in dealing with issues of academic integrity and in guaranteeing students every opportunity for due process. Faculty, students, and the larger college community actively foster a climate promoting the highest academic standards.

~~The following items, which are not all inclusive, represent unacceptable actions and violations of this academic integrity policy, whether they occur online or in a face-to-face domain:~~

- ~~\* Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise, including placement, proficiency, and CLEP tests;~~
- ~~\* Intentionally falsifying or inventing information (or citations) in an academic exercise;~~
- ~~\* Intentionally or knowingly helping or attempting to help another to commit any act of academic dishonesty;~~
- ~~\* Intentionally or knowingly receiving help to commit any act of academic dishonesty;~~
- ~~\* Committing plagiarism by intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise. Plagiarism includes undocumented direct quotation or paraphrased and/or unacknowledged borrowed facts or information;~~
- ~~\* Bribing or attempting to bribe, promising favors to or making threats against any person, with the intention of affecting a grade or an evaluation of academic performance;~~
- ~~\* Stealing, destroying, or tampering with another student's work;~~

- ~~\* Falsifying College records, forms, or other documents;~~
- ~~\* Accessing College computer systems or files when not authorized; and~~
- ~~\* Other items determined to be inconsistent with College policy and philosophy.~~

### Defining *Academic Integrity*

*Academic integrity* is a commitment to the ethical principles of honesty, fairness, trust, respect, responsibility, and accountability in academic work. It involves presenting original work, properly citing sources, maintaining authenticity, and respecting intellectual contributions in learning, teaching, and research. *Violations of academic integrity can have serious academic and professional consequences, while adhering to it helps build trust, fairness, and a strong ethical foundation within educational communities.*

### Academic Integrity Definitions

The following items, which are not all inclusive, represent unacceptable actions and violations of this academic integrity policy, regardless of instructional modality:

#### **Cheating:**

A form of academic dishonesty by which an individual misrepresents their mastery of course content or clinical experience. Cheating may apply to examinations, labs, written assignments, clinical experiences, online discussions, and any other student task or assignment.

Examples of cheating include, but are not limited to the following:

- Using unauthorized materials such as a textbook, prepared notes, study aids, or an electronic device during an examination.
- Accessing or using another person's college system account, computer account, access codes, or electronic files to complete a task.
- Possessing or obtaining an examination without the faculty's authority or prior knowledge.
- Submitting an assignment purchased or acquired from a commercial entity (e.g., term papers, software programs, etc.).
- Preprogramming or accessing electronic devices or learning management systems without authorization.
- Using materials passed down from previous students – whether solicited or unsolicited.
- Utilizing software, programs, homework assistance websites, or artificial intelligence in ways not specifically authorized by the course faculty.
- Copying or recording material before, during, or after an assessment or assignment for unauthorized distribution

#### **Plagiarism:**

A form of dishonesty by which a person falsely represents words, ideas, phrases, sentences, code, data, or any media as their own or otherwise fails to properly acknowledge the source of such material.

Examples of plagiarism include, but are not limited to the following:

- Presenting quotes from another source without proper citation.
- Presenting ideas, opinions, or theories from another source without proper citation.
- Using facts, statistics, code, media, or other material taken from a source without citation – this includes materials provided by the faculty.
- Using artificial intelligence software in any way not authorized by the faculty.

**Fabrication:**

A form of dishonesty by which the person deliberately invents or falsifies information or research findings with the intent to deceive.

Examples of fabrication include, but are not limited to the following:

- Falsifying citations by presenting sources not consulted or used.
- Citing a source that does not exist.
- Intentionally distorting the meaning or applicability of data.
- Falsifying the bibliography or reference list by including sources not used in the project.
- Inventing or falsifying data or source information in experiments, research projects, or other academic assignments.
- Listing hours worked or activities performed during a clinical or service-learning experience that did not occur.
- Misrepresenting one's personal circumstances by fabricating excuses (e.g., illness, injury, accident, personal emergency) to avoid accumulating absences, to delay submitting assignments or taking an exam, or to request an incomplete or administrative drop from the course.
- Misrepresenting one's contribution to scholarly research and/or publication.
- Misrepresenting or falsifying job application materials.

**Collusion:**

A form of dishonesty involving two or more people acting in a manner intended to misrepresent individual effort, learning, and/or contributions to course assignments.

Examples of collusion include, but are not limited to the following:

- Allowing another student to copy work or complete work that is not their own.
- Completing an assignment for another student or sharing completed work.
- Bribing, extorting, enticing, or entrapping someone to complete work on another's behalf.
- Searching, requesting, or sharing answers/solutions with others or online.
- Sharing materials and/or answers before or after an assessment without authorization.
- Collaborating with another person during an exam or assignment without authorization.

## **Other Examples of Academic Integrity Violations:**

Other examples include, but are not limited to the following:

- Sharing academic work, whether original or not, on the internet for the purpose of cheating, colluding, or violating academic integrity.
- Encouraging another to commit an academic integrity offense.
- Aiding or conspiring to commit an academic integrity offense.
- Changing, altering, falsifying, or assisting in the changing, altering, or falsifying of a grade report or form, or gaining unauthorized access to a college office, building, or computer for such purposes.
- Denying access to scholarly resources or hindering a student's progress intentionally, including but not limited to providing false or misleading information, stealing, or defacing library materials, misplacing, or destroying reserve materials, or altering and/or destroying someone else's documents or digital files.

## **Generative Artificial Intelligence and Related Entities**

Lincoln Land Community College recognizes the transformative potential of artificial intelligence (AI) and related technological entities for teaching, learning, and research.

The College supports the responsible exploration and use of all technologies to enhance student learning and development. However, the use of technology within LLCC, including AI, must align with the College's commitment to academic integrity and ethical standards as students demonstrate satisfactory mastery of course learning outcomes.

Faculty will establish the level of authorized use and/or acceptability of AI and other such technologies at the course and assignment levels as expressed in the course syllabus and, when applicable, project or assignment guidelines.

Students who submit work, in part or whole, created by or copied from AI or similar technologies outside of what is outlined as permissible by the faculty in the course syllabus and/or assignment prompt, misrepresent the authenticity of their intellectual work and are, therefore, committing an academic integrity violation.

Violations of this policy shall be addressed in accordance with the established procedure.

## **Proposed new policy 4.131- Appeals of Alleged Violations of the Academic Integrity Policy**

### **Policy Statement:**

Any student who receives a penalty based upon an allegation of violating the policy on academic integrity, as outlined in Board Policy 4.13 and believes that no violation took place, may appeal the allegation. Every effort should be made to resolve the issue informally before pursuing a formal appeal. The appeal procedure is intended to allow the student and faculty member to present evidence surrounding the facts of the case and is not intended for reviewing the professional judgment of faculty regarding the assessment of

the quality of work of their students and shall not abridge, circumvent, nor diminish academic freedom in any way.

While the appeal procedure is in process, no matter the penalty, the student shall remain enrolled in the class and allowed to attend and participate in class meetings.

\*Sanctions established within program-specific handbooks overrule corrective actions and/or potential sanctions listed within this procedure.

*If a student receives a final grade in a course with which they disagree and the final grade was not determined by a penalty imposed due to an allegation of violating the academic integrity policy, then that student has a right to pursue a grade review as outlined in the Grade Review policy (Board Policy 4.14).*

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

**MOTION:      Move to approve the revisions to Board Policy 4.13 Academic Integrity and approve new Board Policy 4.131 Appeals of Alleged Violations of the Academic Integrity Policy.**

## MEMORANDUM

AGENDA ITEM III.A.2

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Revision to Board Policy 8.12 - Leaves

**DATE:** April 29, 2026

Below are recommended revisions to Board Policy 8.12 - Leaves. The recommended changes align with the current faculty collective bargaining agreement and the recommended language in the new collective bargaining agreement with the facilities union.

### **Policy Statement:**

Except as may otherwise be provided by the terms of a collective bargaining agreement, the College shall provide benefit leave time for its employees holding benefit-eligible positions or as prescribed by law. Employees will be granted unpaid family and/or medical leave as prescribed by federal and/or state law\*. Employees shall be eligible for military leave in accordance with the provisions of federal law\*\*.

### *Sick Leave:*

The College shall advance ~~fifteen~~ **twelve (12)** workdays of sick leave per fiscal year to accumulate to a maximum of 360 workdays. For employees on a leave of absence and not actively at work, sick leave will be accrued on a monthly basis at the start of the fiscal year until such time as the employee returns to active employment. Upon separation of employment, employees shall not be compensated for any unused sick leave. Any employee whose employment shall terminate under circumstances where such employee has used advanced sick leave shall be required to repay the College for such leave, and consent to the withholding of the amount of such repayment, or portion thereof, from his or her final paycheck.

### *Personal Leave:*

The College shall advance ~~two~~ **five (5)** workdays of personal leave per fiscal year to accumulate to a maximum of ~~five~~ **seven (7)** workdays. Upon separation of employment, employees shall not be compensated for any unused personal leave. Any employee whose employment shall terminate under circumstances where such employee has used advanced personal leave shall be required to repay the College for such leave, and consent to the withholding of the amount of such repayment, or portion thereof, from his or her final paycheck.

### *Part-Time Paid Time Off:*

The College shall advance paid time off to non-benefit-eligible, part-time employees who work at least two consecutive fiscal year quarters and 40 or more hours within the fiscal year and who have a reasonable expectation that they will be rehired in a subsequent fiscal year. Such paid time off shall be advanced on the first day of the employee's assignment. The amount of paid time off advanced will be determined by the number of

expected work hours of the assignment, earning one hour for every 40 hours of expected work within the fiscal year. Any unused balance at the end of the fiscal year will not carry over to the next fiscal year. Upon separation of employment, employees shall not be compensated for any unused paid time off. For employees who hold a part-time position with the College in addition to their primary, benefit-eligible position, this leave does not apply. This also does not apply to student employees.

*Legal Leave:*

The College shall provide leave in the event that an employee is subpoenaed to appear as a juror or a witness.

*Vacation Leave*

*Administrators:*

Employees holding a position designated as administrator shall be advanced 20 days' vacation per fiscal year to accumulate up to a maximum of 40 days. Such employee who works less than an entire fiscal year shall be advanced pro-rated vacation leave. Upon termination of employment for any reason, such employee shall receive compensation for any earned but unused vacation leave. For employees on a leave of absence and not actively at work, vacation leave will be accrued on a monthly basis at the start of the fiscal year until such time as the employee returns to active employment.

*Professionals:*

Employees holding a position designated as professional shall accrue 10.00 to 13.34 hours per month of vacation leave depending upon their number of years of service. Upon termination of employment for any reason, such employee shall receive compensation for any earned but unused vacation leave.

*Classified:*

Employees holding a position designated as classified shall accrue 6.67 to 13.34 hours per month of vacation leave depending upon their number of years of service. Upon termination of employment for any reason, such employees shall receive compensation for any earned but unused vacation leave.

Other Available Leaves:

- *Leave Without Pay*
- *Military Leave*
- *Bereavement Leave*
- *Family/Medical Leave*

*Legal Citations:*

\* 29 USC, Sections 2601-2619

\*\* 38 USC, Sections 2021-2027

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

**MOTION: Move to approve the revisions to Board Policy 8.12 – Leaves.**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Specific Stop-Loss Insurance

**DATE:** May 27, 2026

As part of our self-funded health insurance program, LLCC purchases specific stop-loss insurance to limit the college’s exposure to high dollar medical claims. Currently, stop-loss insurance reimburses the plan for an insured’s incurred claims in excess of \$110,000. Our current contract with HCC for this coverage will expire on June 30, 2026. To continue providing stop-loss coverage for the college’s self-funded health insurance program, Cottingham & Butler, LLCC’s insurance consultant, sought quotations in the stop-loss marketplace on our behalf. Six carriers provided initial quotes:

Carrier	Premium	Laser Exposure	Total (Max) Cost	Percent Increase
HCC (current)	\$1,772,724	\$80,000	\$1,852,724	25.5%
Voya	\$1,635,874	\$0	\$1,635,874	15.8%
ERP	\$1,690,828	\$0	\$1,690,828	19.7%
Symetra	\$1,801,940	\$0	\$1,801,940	27.6%
Berkley	\$1,915,143	\$0	\$1,915,143	35.6%
QBE	\$2,085,462	\$0	\$2,085,462	47.6%

The quotes provided are based on 372 currently insured employees with 114 electing dependent or family coverage. Only quotes from HCC and Voya were firm quotes. The other quotes were pending further disclosures. The final actual cost may differ based on the number insured on July 1 and the number electing to carry dependent or family coverage. Due to the pending disclosures and potential for additional large claims, there was a high probability that the four pending quotes would change significantly, both in premium and laser exposure. As such, the recommendation is to move forward with the firm quote from Voya.

**MOTION: Move to approve the specific stop-loss policy with a liability limit of \$110,000 per insured for FY2027 proposed by Voya at a projected maximum annual cost of \$1,635,874.**

***IV. Information Items***

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Position Vacancies and Hires

**DATE:** May 27, 2026

**POSITION VACANCIES**

**Classified**

Building Custodian (FT)  
Child Development Assistant I (FT)  
Testing Assistant (FT)

**Professional**

Agriculture Access & Engagement Coordinator (FT)  
Learning Specialist (FT)  
Student Care Coordinator (FT)  
Visual Media Specialist (FT)

**Administrator**

Dean, The Learning Center  
Director, Institutional Research & Effectiveness

**Full-time Faculty**

Instructor, Basic Nurse Assistant  
Instructor, Diesel Technologies

**RESIGNATIONS**

Michelich, Russell

Administrative Assistant to CCO

05/29/2026

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Construction Progress Update

**DATE:** May 27, 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 – 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 underway and we anticipate completion in Summer 2026.

**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 underway and we anticipate completion in Spring 2026.

**PHS Projects – FY26**

**Interior Wayfinding Phase 3**

Development of construction documents is underway, and we anticipate sign installation to start in Fall 2026.

**Child Development Center Mechanical Upgrades**

The project is underway and we anticipate completion in Summer 2026.

## **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**

The project is underway and we anticipate completion in Summer 2026.

## **Deferred Maintenance Capital Project (CDB Managed)**

### **Fire Alarm System Upgrades**

Design development is underway. The CDB project schedule allows 48 weeks for design development. We don't anticipate construction to start until 2027.

## **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 underway and Logan Hall is substantially complete. The Storage Building assembly is underway, and we anticipate completion in early June 2026.

## **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 underway and we anticipate completion in early August 2026.

### **Litchfield Truck Driver Training Expansion**

Our recommendation is before you this evening.

## **Illinois Green Economy Network (IGEN) Grant**

### **Solar Powered Commercial Construction Training Lab**

The project is underway and we anticipate completion in late Spring 2026.

## **Memorial Health System Grant**

Gleckler

## **Surgical Tech & Sonography Lab Upgrades**

The project is underway and we anticipate completion in late Summer 2026.

### **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 nearly complete, and we are currently moving into the 2<sup>nd</sup> floor. Construction will start immediately on the 1<sup>st</sup> floor and continue through late Fall 2026.
- Phase A2 Asbestos Abatement of Sangamon Hall: The project is underway and we anticipate completion in early August 2026.
- Phase A3 Renovations of Sangamon Hall: The project is underway and we anticipate completion in late Fall 2026

#### **Master Plan Implementation – Phase B**

Renovations in main level of Menard Hall. Update phases?

- Spring 2026 – Design work has begun
- 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 MASTER CALENDAR**

<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>	<p style="text-align: center;"><b>MARCH 2027</b></p> <ul style="list-style-type: none"> <li>• Administrative Positions</li> <li>• Board Meeting 3/24/27</li> </ul>	<p style="text-align: center;"><b>APRIL 2027</b></p> <ul style="list-style-type: none"> <li>• Seating of Student Trustee</li> <li>• Foundation Gala</li> <li>• Board Meeting 4/28/27</li> </ul>	<p style="text-align: center;"><b>MAY 2027</b></p> <ul style="list-style-type: none"> <li>• Student Recognition</li> <li>• Employee Recognition</li> <li>• Commencement 5/14/27</li> <li>• Board Meeting 5/26/27</li> </ul>

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

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Strategic Plan Update

**DATE:** May 27, 2026

Dr. Warren will provide an update on the 2022-2026 Strategic Plan.