

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

The regular meeting of the Board of Trustees of Lincoln Land Community College, Illinois Community College District #526 was held on Wednesday, May 27, 2026 at 5:30 p.m. in the Robert H. Stephens Room with Chair Rosenthal presiding.

I. Preliminary Matters

A. Roll Call

Members present were Mr. Elmore, Ms. Enz, Mr. Fulgenzi, Mr. Gates, Mr. Holaway, Ms. Jones, and Mr. Rosenthal.

MOTION NO. 05-27-26-1:

Mr. Gates moved to allow Dr. Davis to join the regular meeting via phone. Mr. Elmore seconded.

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

B. Pledge of Allegiance

C. Introductions and Recognitions

D. Adoption of Agenda of the May 27, 2026 Meeting

MOTION NO. 05-27-26-2:

Mr. Elmore moved to adopt the agenda of the May 27, 2026 meeting. Mr. Holaway seconded.

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

E. Hearing of Citizens - none

II. Consent Agenda

MOTION NO. 05-27-26-3:

Mr. Gates moved to:

- approve the minutes of the regular meeting of April 29, 2026 meeting;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH, and Wire transactions issued during April 2026 and ratify the April 2026 Treasurer's Report;
- ratify out of state travel;
- approve out of state travel;
- approve a purchaser 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;
- 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;
- 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;
- 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;
- and approve the Base Bid in the amount of \$1,729,860 and Alternate Bid #1 in the amount of \$25,590, 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 LLCC – Litchfield Campus.

Ms. Enz seconded.

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

III. Action Agenda

A. Policies

1. Revisions to Board Policy 4.13 – Academic Integrity and Proposed New Board Policy 4.131 – Appeals of Alleged Violations of the Academic Integrity Policy.

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.

MOTION NO. 05-27-26-4:

Mr. Gates moved 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. Mr. Holaway seconded.

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

2. Revision to Board Policy 8.12 – Leaves

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.

These changes were presented last month for a first reading.

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 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

MOTION NO. 05-27-26-5:

Mr. Holaway moved to approve the revisions to Board Policy 8.12 - Leaves. Mr. Gates seconded.

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

B. Academic Services Division Items - None

C. Student Services Division Items – None

D. Administrative Services Division Items

1. Specific Stop-Loss Insurance

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 NO. 05-27-26-6:

Mr. Gates moved 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. Mr. Elmore seconded.

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

E. Information Technology Items - None

F. Executive Division Items – None

IV. Information Items

A. Staff Reports

1. Academic Services – None
2. Student Services – None
3. Administrative Services
 - a. Position Vacancies and Hires

The item has been updated.

- b. Construction Progress Update
 - c. Monthly Financial Report
4. Information Technology - None
5. Advancement Office – None
6. Executive Division
 - a. Review of Agenda Master Calendar

Dr. Davis joined the meeting via phone.

B. President's Report

We just wrapped up a wonderful time of celebration and recognition of our students at Commencement. We had 450 graduates participate this year.

The Employee Recognition and Appreciation Ceremony was held May 13th. Dr. Diana Coffman, professor of biology, was named the 2026 Pearson/Gordon Master Teacher. The award is back after a hiatus and is presented to an outstanding full-time faculty member who practices their profession in an exemplary manner. Distinguished Service Awards were presented to Scott Grundy (classified), Cody Cox (professional), Thom Whalen (faculty), and Jessie Blackburn (administrative).

Last Wednesday, we held a groundbreaking and press conference in conjunction with Governor Pritzker and DCEO to announce the expansion of our truck driver training program to our Litchfield Outreach Center. The State of Illinois is providing \$2.6 million for design and implementation of infrastructure improvements to create the new training site. It was a great event, and glad Ken, Wayne and Rylie were able to join us for the event.

Three LLCC students were honored at the Illinois Geographical Society's annual awards banquet. Conrad Charpentier and Julia Longstaff received the Outstanding Community College Student Award, and Ben Armbruster received the Charles Womack Award, which honors excellence in both academics and extracurricular activities in the geography program.

We hosted the State of Illinois Career Fair on May 6th. More than 30 state agencies and partners were here to speak about job opportunities with LLCC students, alumni, and the public.

On May 11th, Todd Creal began work as our new athletics director. He comes to us from Westminster College in Missouri where he served as the head men's basketball coach, sports information director, interim associate vice president of intercollegiate athletics and the associate director of athletics and senior compliance officer. Prior to Westminster College, Todd was the head men's basketball coach at MacMurray College in Jacksonville or 13 seasons.

We will be holding recognition ceremonies for those earning their High School Diploma on June 2nd for English Language Learning graduates on June 9th.

Summer session classes begin June 8th.

Campus Visit Day on Tuesday, June 16th from 5-7:30 p.m. Prospective students and guests can take tours, visit with faculty and staff to learn about programs and services, and attend breakout sessions.

LLCC-Litchfield will host an open-house style event to celebrate the fascinating world of honeybees at Bee Day — a free, family-friendly event on Tuesday, June 2nd from 10 a.m. to 2 p.m. at the Outreach Center.

Also, registration is open for LLCC College for Kids, with summer camps in a variety of interest areas held here on the Springfield campus as well as at the Jacksonville and Litchfield Outreach Centers. As of yesterday morning, we already had 700 registrations.

We are also offering a variety of free Career Quest Camps to introduce students to a variety of professions. These include Coding/Robotics in Beardstown and Hillsboro, Building Trades at Lanphier, Try a Trade at SCI, Build & Wire Skills Camp in Taylorville, a Hospitality Leadership Launch here on campus, Ag Explorers in Jacksonville, Mini Science Camps in Litchfield, and Media Makers at LLCC-Medical District.

Community Education is again partnering with the Lincoln Home National Historic Site and Springfield Convention and Visitors Bureau this summer to present "History Cooks," a series of free cooking and baking demonstrations of dishes found along Route 66. The programs run June 5th through August 7th and will be held Fridays at noon at the Lincoln Home National Historic Site.

Dr. Warren updated the board on current legislation including HB5503 and HB4990, both are opposed by the IL Council of Community College Presidents.

C. Report from Faculty Senate - None

D. Report from Faculty Association - None

E. Report from Classified Staff – None

F. Report from Professional Staff - None

G. Report from Facilities Services Council

H. Chairman's Report - None

I. Secretary's Report

Secretary Enz distributed the recent ICCTA Board highlights and reminded trustees that the ICCTA annual convention will be held in Lombard on June 5-6.

J. Foundation Report - None

K. Other Board Members' Reports

Ms. Jones provided an update on various student activities taking place at all LLCC locations.

V. Strategic Discussion

A. Dr. Warren provided an update on the 2022-2026 Strategic Plan.

VI. Executive Session

MOTION NO. 05-27-26-7:

Mr. Fulgenzi moved to hold an executive session for the purpose of discussing personnel matters, student matters, and pending/imminent legal matters. Mr. Gates seconded.

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

MOTION NO. 05-27-26-8:

Trustee Elmore moved to return to open session at 6:43 p.m. seconded by Trustee Gates.

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

VII. Actions from Executive Session

MOTION NO. 05-27-26-9:

Trustee Holaway moved to approve all personnel matters seconded by Trustee Fulgenzi.

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

VIII. Adjournment

There being no further business before the Board, the meeting was adjourned at 6:43 p.m.

Chair Rosenthal

Secretary Enz

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Personnel Matters

DATE: May 27, 2026

We recommend the following personnel actions:

Approve the appointment of Dr. Jessica Flynn to the position of Associate Vice President, Student Success. Dr. Flynn received a Doctor of Education in Interdisciplinary Leadership at Creighton University. Jessica is currently employed at University of Illinois at Springfield. This appointment will be effective June 1, 2026 with placement in salary grade P.

Approve the restructuring of Dr. Sonja Spencer's position as Associate Dean, Nursing to merge all nursing programs under her position. Previously, the position did not include responsibility for the CNA program. This restructured position will be effective June 1, 2026 with placement in salary grade N.

Approve the appointment of Dr. Kalith Smith to the position of Associate Vice President, Academic Services. Dr. Smith currently serves as the Dean of Social Sciences and Business at LLCC. This appointment will be effective June 1, 2026 with placement in salary grade P.

Approve the appointment of Zachary Brown to the tenure-track position of Diesel Technologies Instructor. Zachary has been working as a diesel technician for the last seventeen years and currently works for Ameren Illinois. This appointment will be effective August 17, 2026 with placement on Bachelors, Step 12 of the 2026-2027 faculty salary schedule.

Approve the appointment, pending successful completion of a criminal background check and drug screen, of Dr. Amy Funk to the tenure-track position of Basic Nurse Assistant Instructor. Dr. Funk received a Doctor of Philosophy in Nursing from Mennonite College of Nursing. Amy has been in the nursing field for sixteen years and has previous teaching experience at Illinois Wesleyan University and Illinois Central College. This appointment will be effective August 17, 2026 with placement on Doctorate, Step 12 of the 2026-2027 faculty salary schedule.