

**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, November 20 at 5:30 p.m. in the Robert H. Stephens Room with Chairman Gates presiding.

**I. Preliminary Matters**

*A. Roll Call*

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

*B. Pledge of Allegiance*

*C. Adoption of Agenda of the November 20, 2024 Meeting*

**MOTION NO. 11-20-24-1:**

Mr. Holaway moved to adopt the agenda of the November 20, 2024, meeting. Ms. Enz seconded.

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

*D. Introductions and Recognitions*

Dr. Warren welcomed Mr. Jim Reed, Executive Director of ICCTA, who was present to facilitate a board self-evaluation.

And Mr. Gleckler introduced Megan Moore as the new Associate Vice President, Finance. She previously worked at ISBE and Richland Community College. He also acknowledged Karie Longhta, who has worked at LLCC over 26 years and will be retiring at the end of the year.

*E. Hearing of Citizens – None*

## II. Consent Agenda

### MOTION NO. 11-20-24-2:

Dr. Davis moved to:

- approve the minutes of the regular meeting of October 16, 2024;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during October 2024 and ratify the October Treasurer's Report;
- approve out of state travel;
- approve the purchase of an abdominal and OB/GYN simulator as well as all necessary support equipment and software from Elevate Healthcare;
- approve the affiliation agreement with Santarelli & Feller Dental Group and affiliation agreement with Farrow Dental Group;
- approve the annual subscription to Lightcast for \$33,987;
- approve the contract with TechGuard Security for Vulnerability Assessment and Network Penetration Test services for \$32,600;
- approve a one-year contract for the Landis Contact Center service in the amount of \$37,400;
- ratify the grant application for the Innovative Bridge grant in the amount of \$400,000, the Rev Up Community College Initiative grant in the amount of \$90,000, the grant application for the Non-Credit Workforce grant in the amount of \$105,000 and the grant application for the Mental Health Early Action on Campus Support Expansion Project grant in the amount of \$150,000;
- approve the budget increase in the amount of \$132,084 for the DCEO Grant Funded Project for Litchfield Science Lab Renovation;
- approve the base bid in the amount of \$619,350 from Limbaugh Construction Co., Inc. and to establish a project contingency in the amount of \$31,000 for an aggregate amount of \$650,350 to complete the Litchfield Science Lab Renovation and
- accept the proposal from John Schafer & Associates, Inc. in the amount of \$95,300 to provide design services for the FY25 Small Projects at Jacksonville, Litchfield, Taylorville, and Main Campus.

Mr. Elmore seconded.

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

## III. Action Agenda

A. *Policies* - None

B. *Academic Services Division Items*

1. Approval of 2026-2029 Academic Calendars

The Curriculum and Academic Standards Committee submitted the proposed 2026-2029 Academic Calendars for approval. These draft calendars were developed by a workgroup under the Curriculum and Academic Standards Committee, chaired by Dr. Natasha

Casey. They were then reviewed by the Faculty Senate, Cabinet and approved by Jason Dockter, Vice President of Academic Services.

**MOTION NO. 11-20-24-3:**

Dr. Davis moved to approve the 2026-2029 Academic Calendars seconded by Ms. Enz.

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

*C. Student Services Division Items – None*

*D. Administrative Services Division Items*

1. FY2024 External Audit

Sikich LLP performed the audit for the first year of their five-year contract. Nick Bava, a member of the auditing firm, was available for questions during the meeting.

Annual Comprehensive Audit and Single Audit Report

Lincoln Land Community College has once again received an unqualified or “clean” opinion on the entire audit. As stated on page one of the Audit Report:

“In our opinion, based on our audit and the report of other auditors, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the discretely presented component unit of the College, as of June 30, 2024 and 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America”.

The College’s basic financial statements are designed to emulate corporate presentation, whereby all the College’s activities are consolidated into one total. Following the basic financial statements are the supplementary financial statements, which provide greater detail. Subsequently, the audit deals with compliance with Illinois Community College Board requirements on restricted grants and enrollment reports. The Single Audit report is also presented with information on federal awards.

This year’s audit resulted in no findings for the Annual Comprehensive Financial Report. The Single Audit identified two findings. These findings have been reviewed and corrected.

Once again, this year the college will submit its financial information to the National Association of School Business Officials for the Certificate of Excellence in Financial Reporting. A Certificate of Excellence Award has been awarded to the College since its first submission in 2001.

**MOTION NO. 11-20-24-4:**

Mr. Holaway moved to approve the FY2024 and 2023 Annual Comprehensive Financial Report, FY2024 Single Audit Report, Consolidated Year-End Financial Report and Auditor's Communication to the Board of Trustees. Seconded by Dr. Davis.

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

2. Adoption of Debt Certificate Resolution

The next step in our bonding process is to adopt a resolution of intent to issue the bonds to pay off the debt certificates that have been issued. This resolution also calls for a Bond Issue Notification Act hearing that will occur at our December Board meeting.

**MOTION NO. 11-20-24-5:**

Mr. Elmore moved to adopt a resolution of intent and to call a Bond Issue Notification Act hearing which will be set for December 16, 2024. Seconded by Dr. Davis.

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

*E. Information Technology Items - None*

*F. Executive Division Items – None*

**IV. Information Items**

*A. Staff Reports*

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

The item has been updated.

- b. Construction Progress Update
  - c. Monthly Financial Report
4. Information Technology
5. Advancement Office – None
6. Executive Division

a. Review of Agenda Master Calendar

The January meeting will be held on Tuesday, January 21, 2025.

*B. President's Report*

Registration for spring classes is open. We held an early registration event for students on October 17<sup>th</sup> in A. Lincoln Commons. They scheduled appointments with their advisors, learned about resources and could even apply for graduation. And those that register and make payment arrangements by Wednesday, Dec. 4 will be eligible to win a prize package.

Our Career Center hosted a Health Care and Human Services Career Expo on Oct. 29<sup>th</sup> with 15 employers participating and a Public Service Careers Expo on November 7<sup>th</sup> with 21 employers. The events were well attended and provided an opportunity for students to explore various career paths and connect with employers. Also, November is Career Development Month, and the Career Center is encouraging students to register their Handshake job board accounts for a chance to win gift cards. Handshake is the #1-way college students find jobs. They can connect with local and regional employers who have created company profiles and listed job and internship opportunities.

We will be hosting information sessions in December, January and February for students interested in our Workforce Institute programs, including commercial electrical and industrial maintenance, construction occupations, diesel technologies, hospitality management and culinary arts, and welding. Each session will provide an in-depth look at career pathways and real-world training available in these fields.

Our women's soccer team had an impressive season. In November, they moved into postseason play in the Region 24 tournament. They won their first game but lost the second to the #3 ranked team. They finished their season with a 14-3 record, having scored 58 goals and allowed just 13.

Our chapter of Phi Theta Kappa Honor Society held its fall induction ceremony on October 23<sup>rd</sup> in the Trutter Center on the Springfield campus. The event formally recognized 37 new chapter members with a ceremony and reception attended by family and friends as well as faculty and staff. During the ceremony, chapter officers were installed – including our very own Braden Nicoll, as Vice President of Records.

On November 11<sup>th</sup>, we held a ceremony honoring veterans. This was our 29<sup>th</sup> annual ceremony. Gordon served as master of ceremonies, and the event included remarks from K. William Hudson, LLCC student and retired Technical Sergeant, U.S. Air Force; Quentin Brackenridge singing the national anthem; LLCC student Ryan O'Neal playing "Taps;" and Braden presenting the wreath.

We hosted this year's Springfield Chamber of Commerce Economic Outlook Breakfast on November 7<sup>th</sup>. The event featured Curtis Dubay of the U.S. Chamber of Commerce providing an overview of the national economy and how it will impact the local community and affect the business environment.

On November 2nd, John Paul Jaramillo, professor of English, was awarded the Springfield Area Arts Council's 2024 "Individual Literary Artist" Mayor's Award for the Arts.

Memorial Behavioral Health Mobile Crisis Response Team has been offering free mental health assessments for students – one was held October 21<sup>st</sup> and another one is scheduled for December 2<sup>nd</sup>. They provide assessments on stress inventory, anxiety, and depression, and also have staff on site to discuss results and to provide follow-up coping skills and resources.

Our choir and band have upcoming performances on Friday, December 6<sup>th</sup>. The choir, directed by Dr. See Tsai Chan, adjunct instructor of music, will present "Seasons of Life" at 1 p.m. The band, directed by Jason Waddell, professor of music, will perform at 7 p.m. with selections from, "The Blues Brothers Revue," "Duke Ellington in Concert," "Alan Silvestri: A Night at the Movies" and "Music for a Darkened Theatre."

Students have been volunteering and sharing their time and talents in our communities – Our HVAC students completed a full HVAC install in a new building at Hillsboro Central Park. The students installed a high-efficiency heat pump and duct work to gain hands-on experience. The city of Hillsboro provided the necessary equipment and materials. Members of our Student Radiographer Association helped sort and pack medical supplies at HSHS Mission Outreach.

Our first-year Diesel Tech students helped assemble 60 bicycles for donation to the Ansar Shrine Circus. The bicycles were given away during the circus. This volunteer project was a collaboration with Roland Machinery.

The OTA program partnered with the Boys & Girls Clubs of Central Illinois to offer a Fit-For-Life program to their after-school participants in grades K-8.

Our Black Student Union held a "Paint in Pink" event for Breast Cancer Awareness Month, with featured speaker Dr. Leigh Giles-Brown.

IV Leaguers Nursing Club held a donation drive for socks and gloves to support Compass for Kids.

We hosted a Superfans game for men's basketball this past Monday.

There has been a Finals Fair for students this week. And we will be hosting a Thanksgiving lunch for students this Friday.

### *C. Report from Faculty Senate*

Vice President Eric Stachera reported that the Senate has been collaborating with Student Services on revisions to procedures of Board Policy 5.4 regarding Student Rights and is reviewing the criteria for departmental awards presented to students at commencement. He also announced that Jennie O'Malley will be on sabbatical leave during the Spring semester, and he will assume the role of Senate President, with Cara Swafford stepping in as Vice President.

*D. Report from Faculty Association*

Mark Roers conveyed his appreciation with the administration as negotiations begin.

*E. Report from Classified Staff – None*

*F. Report from Professional Staff - None*

*G. Report from Facilities Services Council - None*

*H. Chairman's Report*

Mr. Gates shared that he recently spoke to a men's group at Westminster Presbyterian, where he received highly positive feedback about LLCC.

*I. Secretary's Report*

Ms. Enz recently participated in the ICCTA meetings held in Schaumburg, where she received updates on legal, legislative, and ethics matters. She reminded trustees about the upcoming Community College National Legislative Summit in Washington, D.C., scheduled for February. Additionally, she encouraged trustees to explore the ICCTA website for further information and board highlights.

*J. Foundation Report*

Ms. Sanders updated the board on recent Foundation activities, highlighting the success of the *Take and Create Dinner to Go*, which raised over \$10,000, and *Giving Day*, which brought in over \$26,000. She noted that a Scholarship Appreciation Event was held on October 30, providing an opportunity for donors to connect with recipients. Scholarship applications opened on November 15, and Sievers Equipment generously donated a tractor for use in the Diesel Lab.

*K. Other Board Members' Reports*

Mr. Nicoll reported that PTK has begun work on their project, the IV Leaguers Nursing Club held a donation drive for socks and gloves to support Compass for Kids and many activities are being held during the finals fair.

**V. Strategic Discussion**

**VI. Executive Session**

**MOTION NO. 11-20-24-6:**

Dr. Davis moved to hold an executive session for the purposes of discussing personnel matters, pending/imminent legal matters and a board self-evaluation. Ms. Enz seconded.

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

**MOTION NO. 11-20-24-7:**

Trustee Davis moved to return to open session at 8:02 p.m. Trustee Enz seconded.

All members voted aye. PASSED

**VII. Actions from Executive Session**

**MOTION NO. 11-20-24-8:**

Trustee Holaway moved to approve the attached personnel items. Seconded by Trustee Davis .

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

**VIII. Adjournment**

There being no further business before the Board, the meeting adjourned at 8:03 p.m.

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Chairman Gates

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Secretary Enz

**AGENDA ITEM II.A**

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, and to issue bonds for the purpose of funding and paying claims against Lincoln Land Community College (Community College District No. 526), Counties of Sangamon, Bond, Cass, Christian, DeWitt, Fayette, Green, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan and Scott, State of Illinois, and directing that notice of such intention be published as provided by law

WHEREAS, pursuant to the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended (the "Act"), Lincoln Land Community College (Community College District No. 526), Counties of Sangamon, Bond, Cass, Christian, DeWitt, Fayette, Green, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan and Scott, and State of Illinois (the "District") is authorized to issue bonds (the "Bonds") to fund and pay claims against the District; and

WHEREAS, the District has presently outstanding and unpaid claims as herein described in an aggregate amount not exceeding \$31,000,000 (the "Claims"), all of the Claims having been heretofore authorized and allowed for proper community college purposes; and

WHEREAS, there are not sufficient funds on hand and available with which to pay the Claims, and the Board of Trustees of the District (the "Board") has determined and does hereby determine that it is necessary and in the best interests of the District that the Claims be funded and paid from proceeds of the Bonds in the principal amount not to exceed \$31,000,000; and

WHEREAS, before the Bonds can be issued pursuant to the Act, the Board must examine and consider the Claims and must adopt a resolution declaring the Claims to be authorized and allowed for proper community college purposes, set forth and describe in detail the Claims, declare its intention to issue the Bonds for the purpose of paying the Claims and direct that notice of such intention to issue the Bonds be given as provided by law; and

WHEREAS, the Board has examined and considered the Claims; and

WHEREAS, the Board finds and determines that the number of registered voters of the District on the date registration closed before the last regular election determined in accordance with 10 ILCS 5/3-1.3 is not less than 234,539.

Now, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Lincoln Land Community College (Community College District No. 526), Counties of Sangamon, Bond, Cass, Christian, DeWitt, Fayette, Green, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan and Scott, and State of Illinois, as follows:

Section 1. Incorporation of Preambles.

The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true, and correct and does incorporate them into this Resolution by this reference.

Section 2. The Claims.

The Claims are the outstanding principal and interest with respect to the District's General Obligation Debt Certificates (Limited Tax), Series 2024 (the "Claims"), and it is hereby found, determined, and declared that the Claims were heretofore authorized and allowed for proper community college purposes and constitute valid and binding unpaid obligations of the District.

Section 3. Declaration of Intent.

The Board does hereby determine and declare its intention to avail of the provisions of Article 3A of the Act and to issue the Bonds in the amount not to exceed \$31,000,000 for the purpose of paying the Claims.

Section 4. Notice of Intent.

Notice of said intention to avail of the provisions of Article 3A of the Act and to issue the Bonds shall be given by publication of such notice once in *The State Journal-Register*, the same being the newspaper having general circulation within the District.

Section 5. Form of Notice.

The notice of intention to issue the Bonds shall be in substantially the following form:

NOTICE OF INTENTION OF  
LINCOLN LAND COMMUNITY COLLEGE  
(COMMUNITY COLLEGE DISTRICT NO. 526),  
COUNTIES OF SANGAMON, BOND, CASS, CHRISTIAN, DEWITT,  
FAYETTE, GREEN, LOGAN, MACON, MACOUPIN, MASON, MENARD,  
MONTGOMERY, MORGAN, AND SCOTT,  
STATE OF ILLINOIS  
TO ISSUE \$31,000,000 OF FUNDING BONDS

PUBLIC NOTICE is hereby given that on November 20, 2024, the Board of Trustees (the "Board") of Lincoln Land Community College (Community College District No. 526), Counties of Sangamon, Bond, Cass, Christian, DeWitt, Fayette, Green, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan and Scott, and State of Illinois (the "District") did adopt a resolution declaring its intention and determination to issue bonds in the aggregate amount not to exceed \$31,000,000 for the purpose of paying presently outstanding and unpaid claims against the District, all of which unpaid claims have been heretofore authorized and allowed for proper community college purposes and it is the intention of the Board to avail of the provisions of Article 3A (Sections 3A-6 to 3A-9, inclusive) of the Public Community College Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and to issue said bonds for the purpose of funding and paying said unpaid claims.

A petition may be filed with the Secretary of the Board within thirty (30) days after the date of publication of this notice signed by not less than 23,453 voters of the District, being equal to ten percent (10%) of the voters of the District, requesting that the proposition to issue said bonds be submitted to the voters of the District. If such petition is filed with the Secretary of the Board within thirty (30) days after the date of publication of this notice, an election on the proposition to issue said bonds shall be held on April 1, 2025. The Circuit Court may declare that an emergency referendum should be held prior to said election date pursuant to the provisions of Section 2A-1.4 of the Election Code of the State of Illinois, as amended. If no such petition is filed within said thirty (30) day period, then the District shall thereafter be authorized to issue said bonds for the purpose hereinabove provided.

By order of the Board of Trustees of Lincoln Land Community College (Community College District No. 526), Counties of Sangamon, Bond, Cass, Christian, DeWitt, Fayette, Green, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan and Scott, and State of Illinois.

DATED this November 20, 2024.

/s/ Gordon Gates

Chairman, Board of Trustees, Lincoln Land Community College (Community College District No. 526), Counties of Sangamon, Bond, Cass, Christian, DeWitt, Fayette, Green, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan and Scott, and State of Illinois

/s/ Samantha Enz

Secretary, Board of Trustees, Lincoln Land Community College (Community College District No. 526), Counties of Sangamon, Bond, Cass, Christian, DeWitt, Fayette, Green, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan and Scott, and State of Illinois

Section 6. Further Proceedings.

If no petition signed by the requisite number of voters is filed with the Secretary of the Board within thirty (30) days after publication of said notice of intention to issue the Bonds, the Board shall, by appropriate proceedings to be hereafter taken, fix the details concerning the issuance of the Bonds and provide for the levy of a tax to pay principal and interest on the same.

Section 7. Public Hearing.

In connection with issuance of the Bonds, the Board directs that a public hearing be held on December 16, 2024 at 5:30 p.m. at the Robert H. Stephens room at the Board's office located at 5250 Shepherd Road, Springfield, Illinois, or such other date, time and location as the Chairman may order, in accordance with the Bond Issue Notification Act, 30 ILCS 352/1 *et seq.* and the Secretary is directed to publish notice of the public hearing in accordance with such act.

Section 8. Severability.

If any section, paragraph, clause, or provision of this Resolution shall be held invalid, the invalidity of such section, paragraph, clause, or provision shall not affect any of the other provisions of this Resolution.

Section 9. Repealer and Effective Date.

All resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted: November 20, 2024.

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Chairman

ATTEST:

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Secretary

AYES: Davis, Elmore, Enz, Gates, Holaway, Nicoll (advisory) Rosenthal

NAYS:

ABSENT: Fulgenzi

**AGENDA ITEM II.A**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees  
**FROM:** Charlotte J. Warren  
President  
**SUBJECT:** Personnel Matters  
**DATE:** November 20, 2024

We recommend the following personnel actions:

**FACULTY**

A. Retirement

<u>NAME</u>	<u>POSITION</u>	<u>DISCIPLINE</u>	<u>EFFECTIVE DATE</u>
Carmen Allen	Professor	Computer Science	05/31/2025

B. Approve the appointment of Jennifer Zellers as Nursing Instructor. Jennifer received a Master of Science in Nursing Education from Southern Illinois University at Edwardsville. Jennifer has 15 years of experience in Nursing, most recently as a school nurse for District 186. Employment will be effective January 13, 2025 with placement on Masters, Step 12 of the 2024-2025 faculty salary schedule.

**ADMINISTRATOR**

A. Approve the appointment of Dr. Diana Heeb Bivona as Director, Continuing Education and Business Solutions. Dr. Bivona received a Doctorate in Business Administration from Northcentral University in Scottsdale, AZ, and a Master of Business Administration from New York Institute of Technology. Dr. Bivona is currently the business department faculty coordinator at Sheridan College in Sheridan, WY. She has also served as a business and management consultant since 2005. Dr. Bivona's employment will be effective January 6, 2025 with placement in salary grade K.