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

***January 21, 2025***

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Gordon Gates, Chair

Wayne Rosenthal, Vice Chair

Samantha Enz, Secretary

Vicki Davis

Ken Elmore

Jeff Fulgenzi

Mark Holaway

Braden Nicoll, Student Trustee

Charlotte Warren, President

**BOARD OF TRUSTEES  
LINCOLN LAND COMMUNITY COLLEGE  
ILLINOIS COMMUNITY COLLEGE DISTRICT #526**

**AGENDA  
REGULAR MEETING**

Tuesday, January 21, 2025  
5:30 P.M.

Lincoln Land Community College  
Robert H. Stephens Room

**I. Preliminary Matters**

- A. Roll Call
- B. Pledge of Allegiance
- C. Adoption of Agenda of the January 21, 2025 Meeting
- D. Introductions and Recognitions
- E. Hearing of Citizens

**II. Consent Agenda**

- A. Approval of Minutes of the Regular Meeting of December 16, 2024
- B. Ratify Payments of Cash Disbursements for December and the December Treasurer's Report
- C. Out-of-State Travel
  - 1. Ratification of Out-of-State Travel
  - 2. Approval of Out-of-State Travel
- D. Budget/Financial Items
- E. Purchasing
  - 1. Innovation Lab Furniture
  - 2. Electrical Maintenance Training Equipment (Bid Option 1)
  - 3. Electrical Maintenance Training Equipment (Bid Option 2)
  - 4. Electrical Maintenance Training Equipment (Bid Option 3)
- F. Contracts/Agreements
  - 1. Monthly Training Contract/Clinical Agreement Status Report
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
- J. Other Items

**III. Action Agenda**

- A. Policies
- B. Academic Services Division Items
- C. Student Services Division Items
- D. Administrative Services Division Items
  - 1. Abatement Resolution of Series 2019 Bond Tax Levy
  - 2. Adoption of Parameters Resolution
- E. Information Technology Items
- F. Executive Division Items

#### **IV. Information Items**

- A. Staff Reports
  - 1. Academic Services
  - 2. Student Services
  - 3. Administrative Services
    - a. Position Vacancies and Hires
    - b. Construction Progress Update
    - c. Monthly Financial Report
    - d. Quarterly Budget Transfer Report
  - 4. Information Technology
  - 5. Advancement Office
  - 6. Executive Division
    - a. Review of Agenda Master Calendar
- B. President's Report
- C. Report from Faculty Senate
- D. Report from Faculty Association
- E. Report from Classified Staff
- F. Report from Professional Staff
- G. Report from Facilities Services Council
- H. Chairman's Report
- I. Secretary's Report
- J. Foundation Report
- K. Other Board Members' Reports

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

- A. Career Services

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

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

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

- A. Approval of Personnel Matters
- B. Approval of Release of Executive Session Minutes and Approval of Recording Matters

#### **VIII. Adjournment**

***I. Preliminary Matters***

***II. Consent Agenda***

**AGENDA ITEM II.B**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Ratify Payments of All Cash Disbursements for December and the  
December Treasurer's Report

**DATE:** January 21, 2025

In accordance with Lincoln Land Community College Board of Trustees Policy 6.1, the following items are available in the President's Office and Vice President, Administrative Services Office for your review and subsequent action:

- A. The Cash Disbursement Register including the Check Register of bi-monthly accounts payable checks, E-commerce refunds, ACH and Wire transactions issued during December, 2024, (payments for purchase order payments, equipment, supplies, lease payments, maintenance agreements, travel in accordance with the Local Government Travel Expense Control Act, employee reimbursements, membership dues, subscriptions, club vouchers, medical claim payments, pre-paid purchase orders, and time sensitive payment due dates – generally, items included under Board Policy 6.6).
- B. The Treasurer's Report for the month ending December 31, 2024.

**MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during December 2024, and ratify the December 31, 2024, Treasurer's Report.**

**AGENDA ITEM II.C.2**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

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

**DATE:** January 21, 2025

<b>Name</b>	<b>Meeting</b>	<b>Location</b>	<b>Purpose</b>	<b>Amount</b>
Ackman, Robin	Watermark Engage 2025	Washington, DC	Professional Development	\$1,588
Hart-Foster, Christine	Campus Child Care Conference	Philadelphia, PA	Professional Development	*\$2,532
Rhodes, Laura	Campus Child Care Conference	Philadelphia, PA	Professional Development	*\$2,637
Byer, Shanda	American Association of Community Colleges	Nashville, TN	Professional Development	\$2,662
Mills, Alison	Ellucian Live	Orlando, FL	Professional Development	\$3,202
Pietrzak, Dave	Aviation Technician Education Council	Norfolk, VA	Professional Development	\$2,225
Tullis, Arnold	Aviation Technician Education Council	Norfolk, VA	Professional Development	\$2,225

Goers, Bryan	Ellucian Live	Orlando, FL	Professional Development	\$3,202
Kennedy, Jazzy Quick	Creative Pro Week Design Conference	Phoenix, AZ	Professional Development	\$2,750
Readenour, Michael	NC3 Train the Trainer	Gray, TN	Professional Development	\$3,173
Alarcon, Luis	American Association of Collegiate Registrars and Admissions Officers	Seattle, WA	Professional Development	\$2,529
Kadiani, Rashida	American Taxation Association Teaching & Curriculum Conference	Dallas, TX	Professional Development	\$2,009
Wilson, Diane	Committee on Accreditation for Education in Neurodiagnostic Technology	Nashville, TN	Professional Development	**\$0
Matlock, Derek	National HVAC Educator Conference	Las Vegas, NV	Professional Development	\$1,624
Wiediger, Beth	Engage 2025: Psychology Conference	Tucson, AZ	Professional Development	***\$0
Miller, Becky	Instructional Technology Council Annual Conference	Charleston, SC	Professional Development	\$2,314

*\*Funded through CCAMPIS Grant*

*\*\*Paid by Accreditation Committee*

*\*\*\*Paid by conference*



**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Innovation Lab Furniture

**DATE:** January 21, 2025

The College seeks approval to purchase various pieces of furniture from Henricksen which will be placed in the new Innovation Lab.

No solicitation was sent to vendors. This is being purchased through the Omnia purchasing consortium. We will utilize the Allsteel contract (R191802), the Hon contract (R191804) and the Clarus contract (07-81) for this purchase.

**Budget Impact:**

Total Funds Requested:	\$30,630.25
Source of Funds:	FFE
Projected Revenue:	N/A
Projected Savings:	N/A

**Student Learning Impact:**

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

The furniture will provide a collaborative meeting space for faculty/staff in the new Innovation Lab.

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

N/A

**MOTION:** Move to approve an agreement with Henricksen for furniture to be utilized in the Innovation Lab.

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Electrical Maintenance Training Equipment (Bid Option 1)

**DATE:** January 21, 2025

The College issued an Invitation to Bid for various pieces of equipment that will enhance classroom learning in our Electrical Maintenance program. The Invitation to Bid had three bidding options. Bid Option 1 includes: a pneumatic training system, an electromechanical training system, a mechanical drives training system, and a process control training system. A summary of bidders and pricing is detailed below:

<b>Bidder</b>	<b>Bid Price</b>
Advanced Technology Consultants (Plymouth, MI)	\$223,345
Moss Enterprises (Johnston, IA)	\$264,825

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Wednesday, November 27, 2024, edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to: Amatrol, Jeffersonville, IN.

**Budget Impact:**

Total Funds Requested: \$223,345  
Source of Funds: FFE  
Projected Revenue: N/A  
Projected Savings: N/A

**Student Learning Impact:**

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

Our electrical maintenance students will be provided with equipment similar to what they will use in the workplace, thus enhancing their preparedness to join the workforce.

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

N/A

**MOTION: Move to approve a purchase order to Advanced Technology Consultants for classroom training equipment at the total cost of \$223,345 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2025-09.**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Electrical Maintenance Training Equipment (Bid Option 2)

**DATE:** January 21, 2025

The College issued an Invitation to Bid for various pieces of equipment that will enhance classroom learning in our Electrical Maintenance program. The Invitation to Bid had three bidding options. Bid Option 2 includes: portable pneumatic trainers, portable hydraulic trainers, and portable mechanical drive trainers. A summary of bidders and pricing is detailed below:

<b>Bidder</b>	<b>Price</b>
Advanced Technology Consultants (Plymouth, MI)	\$337,740
Moss Enterprises (Johnston, IA)	\$310,950

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Wednesday, November 27, 2024, edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to: Amatrol, Jeffersonville, IN.

**Budget Impact:**

Total Funds Requested: \$310,950  
 Source of Funds: Department of Energy/ITAC Grant  
 Projected Revenue: N/A  
 Projected Savings: N/A

**Student Learning Impact:**

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

Our electrical maintenance students will be provided with equipment similar to what they will use in the workplace, thus enhancing their preparedness to join the workforce.

How will proposed agenda item be measured?

N/A

**MOTION:** Move to approve a purchase order to Moss Enterprises for portable classroom training equipment at the total cost of \$310,950 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2025-09.

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Electrical Maintenance Training Equipment (Bid Option 3)

**DATE:** January 21, 2025

The College issued an Invitation to Bid for various pieces of equipment that will enhance classroom learning in our Electrical Maintenance program. The Invitation to Bid had three bidding options. Bid Option 3 includes portable AC & DC trainers. A summary of bidders and pricing is detailed below:

<b>Bidder</b>	<b>Bid Price</b>
Advanced Technology Consultants (Plymouth, MI)	\$58,945
Moss Enterprises (Johnston, IA)	\$78,440
Advanced Technology Consultants (Plymouth, MI)	\$81,204

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Wednesday, November 27, 2024, edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to: Amatrol, Jeffersonville, IN.

**Budget Impact:**

Total Funds Requested: \$58,945  
 Source of Funds: FFE  
 Projected Revenue: N/A  
 Projected Savings: N/A

**Student Learning Impact:**

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

Our electrical maintenance students will be provided with equipment similar to what they will use in the workplace, thus enhancing their preparedness to join the workforce.

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

N/A

<p><b>MOTION:</b> Move to approve a purchase order to Advanced Technology Consultants for portable AC/DC trainers at the total cost of \$58,945 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2025-09.</p>
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**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

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

**DATE:** January 21, 2025

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

The Health Professions Department seeks approval to amend the Affiliation Agreement with CARLE Foundation to expand programs included in the original agreement; a Clinical Site Agreement with IDHS Elizabeth Packard Mental Health Center for the nursing programs; a Clinical Site Agreement with Hospital Sisters Health System for all programs within the health professions department and some programs at LLCC-Medical District; and to amend the Clinical Site Agreement with OSF Healthcare to include the College's Cardiovascular Sonography and Medical Laboratory Technician to the list of programs.

The Academic Services Division seeks approval to enter Affiliation Agreements with SIU School of Medicine IT Department; Zumbahlen, Eylh, Surratt, Foote & Flynn, Lt; and USMC/ATC Cherry Point for externship/internship opportunities within LLCC programs.

The Adult Education Department seeks approval to enter into a Memorandum of Understanding with Sangamon County Community Resources. The memorandum will provide a partnership between LLCC and SCCR to offer support for job seekers and assistance from SCCR for students wishing to obtain a GED or certifications from LLCC.

The Continuing, Corporate, and Professional Education Department seeks approval to enter affiliation agreements with Auburn Veterinary Service, Westlake Animal Hospital and Capitol Illini Veterinary Services - Chatham for externship/internship opportunities within LLCC programs.

**MOTION:** Move to approve the amendment to Affiliation Agreement with CARLE Foundation; the Clinical Site Agreement with IDHS Elizabeth Packard Mental Health Center; the amendment to Clinical Site Agreement with OSF Healthcare; the Clinical Site



**Agreement with Hospital Sisters Health System; the Affiliation Agreements with SIU School of Medicine IT Department, with Zumbahlen, Eylh, Surratt, Foote & Flynn, Lt., USMC/ATC Cherry Point, Auburn Veterinary Service, Westlake Animal Hospital and Capitol Illini Veterinary Services-Chatham; and the Memorandum of Understanding with Sangamon County Community Resources.**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Monthly Grant Status Report

**DATE:** January 21, 2025

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

The English and Humanities Department seeks ratification of the grant application for the Scaling and Assessing Developmental Education Reform Act grant. If awarded, the funds will be used to host a two-day English Corequisite Curriculum Institute for teaching faculty and academic student support staff in Central Illinois.

Student Services seeks ratification of the application for the Homelessness and Housing Insecurity Support Pilot grant. If awarded, the funds will be used to train a team across divisions to support students with housing insecurity and provide direct support to students.

**MOTION: Move to ratify the grant application for the Scaling and Assessing Developmental Education Reform Act grant in the amount of \$40,535 and the grant application for the Homelessness and Housing Insecurity Support Pilot in the amount of \$25,000.**

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

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Abatement Resolution of Series 2019 Bond Tax Levy

**DATE:** January 21, 2025

Per the bond agreement for the Lincoln Land Community College District No. 526 General Obligation Bonds (Alternative Revenue Source), Series 2019 it is stated that each year the tax levy will be abated. The revenue to fund these bonds will be paid from the Kreher Trust account. At this time, the college has received the funds from the Trust account.

**MOTION:** Move to approve the resolution abating the 2024 tax levy for the Series 2019 Bond for Lincoln Land Community College.

**RESOLUTION ABATING THE 2024 TAX LEVY FOR THE  
LINCOLN LAND COMMUNITY COLLEGE (COMMUNITY  
COLLEGE DISTRICT NO. 526) GENERAL OBLIGATION  
BONDS (ALTERNATE REVENUE SOURCE), SERIES 2019**

WHEREAS, 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") issued its \$7,500,000 General Obligation Bonds (Alternate Revenue Source), Series 2019 (the "Bonds") pursuant to a resolution adopted February 27, 2019 (the "Bond Resolution") by the Board of Trustees of the District (the "Board"); and

WHEREAS, the Bond Resolution has a 2024 tax levy collectable in 2025 to pay principal and interest coming due on the Bonds (the "Tax Levy"), and provides that the District may abate the Tax Levy if the District has funds in the amount of the Tax Levy irrevocably on deposit in the Bond Fund; and

WHEREAS, the Board finds that the Bond Fund does now contain funds irrevocably on deposit in the amount of the Tax Levy with which the District will pay principal and interest on the Bonds next coming due.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF LINCOLN LAND COMMUNITY COLLEGE (COMMUNITY COLLEGE DISTRICT NO. 526), SANGAMON COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. Incorporation of Preambles. The Board finds that the recitals contained in the preambles to this Resolution are true and correct and does incorporate such recitals into this Resolution by this reference.

Section 2. Determination to Abate Tax Levy. The Board elects to abate the Tax Levy and authorizes and directs the Treasurer of the District to file all such documents and certificates with the County Clerks of the counties in which the District is located directing the County Clerks to abate the Tax Levy.

Adopted: \_\_\_\_\_

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Secretary

**CERTIFICATE OF ABATEMENT OF THE 2024 TAX LEVY  
FOR THE LINCOLN LAND COMMUNITY COLLEGE  
(COMMUNITY COLLEGE DISTRICT NO. 526) GENERAL  
OBLIGATION BONDS (ALTERNATE REVENUE  
SOURCE), SERIES 2019**

TO THE COUNTY CLERKS OF THE COUNTIES OF SANGAMON, BOND, CASS, CHRISTIAN, DEWITT, FAYETTE, GREEN, LOGAN, MACON, MACOUPIN, MASON, MENARD, MONTGOMERY, MORGAN AND SCOTT, ILLINOIS:

I, Bryan Gleckler, certify that I am the duly qualified and acting Treasurer 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"), having been directed and authorized by the Board of Trustees of the District (the "Board") to prepare and file this Certificate of Abatement, do hereby direct you as follows:

1. The District has issued its \$7,500,000 General Obligation Bonds (Alternate Revenue Source), Series 2019 (the "Bonds") pursuant to a resolution adopted by the Board on February 27, 2019 (the "Bond Resolution").

2. Section 10 of the Bond Resolution contains a 2024 tax levy collectable in 2025 to pay principal and interest coming due on the Bonds (the "Tax Levy").

3. The District has funds in the amount of the Tax Levy irrevocably on deposit in the Bond Fund created by the Bond Resolution and the District has elected to abate the Tax Levy.

4. You are hereby notified and directed to abate the Tax Levy for the 2024 tax year collectable in 2025.

IN WITNESS HEREOF, I affix my official signature this \_\_\_\_\_, 2025.

\_\_\_\_\_  
Treasurer

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Adoption of Parameters Resolution

**DATE:** January 21, 2025

The parameters resolution is the last official step requiring Board action in our bonding process. The adoption of this resolution will authorize the sale of bonds at market later this month. We will close on the bonds and then use the proceeds to pay off the debt certificates later in February.

**MOTION:** Move to approve the resolution providing for the issue of Taxable General Obligation Refunding Bonds, Series 2025A and General Obligation Bonds, Series 2025B 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 in an aggregate principal amount not to exceed \$37,500,000, and the levy of a direct annual tax sufficient to pay the principal and interest on said bonds.

***IV. Information Items***



**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees  
**FROM:** Charlotte J. Warren  
President  
**SUBJECT:** Position Vacancies and Hires  
**DATE:** January 21, 2025

**POSITION VACANCIES**

**Classified**

Building Custodian - 2 (FT)

**Professional**

Application Developer I (FT)

IT Project Manager (FT)

Staff Training & Development Coordinator (FT)

**Full-time Faculty**

Instructor, Cardiovascular Sonography

**NEW HIRES**

Brittany Coggins	Adult Education Coordinator	01/06/2025
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**PROMOTIONS**

Sarah Beggs	Enrollment Services Representative II	01/06/2025
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**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Construction Progress Update

**DATE:** January 21, 2025

*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 – FY22**

**Sangamon Hall Chiller Repairs and Upgrades**

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

**PHS Projects – FY23**

**Main Campus Exterior Lighting Upgrade Phase 3**

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

**Door Access & Security Alarm Upgrades**

The project is complete.

**PHS Projects – FY24**

**Interior Wayfinding Phase 1**

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

**Jacksonville Storefront & Exterior Wayfinding**

Development of construction documents is underway.

**Mechanical Upgrades**

The project is under way.

**Security Alarm & Secure Access Upgrades Phase 2**

One bid was received on June 25<sup>th</sup>, the bid exceeded the project budget and was rejected. We plan on combining this with other project scope to rebid in early 2025.

### **Softball Dugout Code Compliance Upgrades**

The project is complete.

## **PHS Projects – FY25**

### **Exterior Door Upgrades**

Development of construction documents is underway.

### **Eyewash Station Upgrades Phase 1**

Development of construction documents is underway.

### **Fire Alarm System Upgrades**

This PHS project is to fund a portion of an upcoming CDB project to replace fire alarm systems on all campuses. When CDB notifies us on project updates, we will update the board below under **Deferred Maintenance Capital Project (CDB Managed)**

### **Interior Wayfinding Phase 2**

Development of construction documents is underway.

### **Logan Hall Roof Replacement**

Development of construction documents is underway.

### **Main Campus Exterior & Interior Lighting Upgrade Phase 4**

Development of construction documents is underway.

## **Small Projects – FY24**

### **Jacksonville & Main Campus Classroom Upgrades**

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

### **Main Campus Parking Lots 5 & 7 Improvements**

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

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

### **Exterior Door Security Upgrades**

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

### **Fire Alarm System Upgrades**

This project is partially funded with FY25 PHS funds as noted above. We are awaiting official award notification from the CDB and will update the board as the project progresses.

## **Capital Renewal**

### **Renovate and Expand Student Services (CDB Managed)**

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

## **Restricted O & M**

### **Construction Training Lab**

The project is under way.

## **EDA Cares Act Grant**

### **Renovate and Expand Campus Training Facilities**

The project is under way.

## **HUD Economic Development Grant**

### **Truck Driver Training Expansion**

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

## **DCEO Energy Transition Community Grant**

### **Litchfield Science Lab Renovation**

The project is under way.

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

### **Child Development Center Solar**

The project is under way.

**MEMORANDUM**

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

**FROM:** Dr. Charlotte Warren  
President

**SUBJECT:** Quarterly Budget Transfer Report

**DATE:** January 21, 2025

Attached is the Quarterly Budget Transfer Report reflecting transfers at the end of the second quarter of this fiscal year.

We continue to be well within statutory requirements limiting the amount of transfers to 10% or less in any fund.

<p style="text-align: center;"><b>QUARTERLY BUDGET TRANSFER REPORT</b> <b>December 31, 2024</b></p>
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*EDUCATIONAL FUND*

Budget	\$51,128,471
Transfers	\$36,851
Percentage	.07%

*O&M FUND*

Budget	\$6,610,932
Transfers	\$0
Percentage	0%

*OTHER FUNDS*

Budget	\$37,376,340
Transfers	\$3,310
Percentage	.01%

**TOTAL OPERATING BUDGET**

*Revenue*

Original Budget	\$57,739,403
Adjusted Revenues	\$57,739,403
Additional Funds Available	\$0

*Expenditures*

Original Budget	\$57,739,403
Adjusted Expenditures	\$57,739,403
Additional Expenditures	\$0

<b>Net Change</b>	<b>\$0</b>
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**AGENDA ITEM IV.A.6.a**

**AGENDA MASTER CALENDAR**

<p style="text-align: center;"><b>FEBRUARY 2025</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 2/26/25</li> </ul>	<p style="text-align: center;"><b>MARCH 2025</b></p> <ul style="list-style-type: none"> <li>• Administrative Positions</li> <li>• Board Meeting 3/26/25</li> </ul>	<p style="text-align: center;"><b>APRIL 2025</b></p> <ul style="list-style-type: none"> <li>• Seating of Student Trustee</li> <li>• Board Meeting 4/23/25</li> </ul>	<p style="text-align: center;"><b>MAY 2025</b></p> <ul style="list-style-type: none"> <li>• Gala 5/3/25</li> <li>• Student Recognition</li> <li>• Employee Recognition</li> <li>• Commencement 5/16/25</li> <li>• Board Meeting 5/28/25</li> </ul>
<p style="text-align: center;"><b>JUNE 2025</b></p> <ul style="list-style-type: none"> <li>• Summer Adjunct Faculty Listing</li> <li>• Budget Workshop</li> <li>• Board Meeting 6/25/25</li> </ul>	<p style="text-align: center;"><b>JULY 2025</b></p> <ul style="list-style-type: none"> <li>• FY26 Tentative Budget</li> <li>• Board Meeting 7/23/25</li> </ul>	<p style="text-align: center;"><b>AUGUST 2025</b></p> <ul style="list-style-type: none"> <li>• Board Meeting 8/27/25</li> </ul>	<p style="text-align: center;"><b>SEPTEMBER 2025</b></p> <ul style="list-style-type: none"> <li>• Budget Adoption/Public Hearing</li> <li>• Fall Adjunct Faculty Listing</li> <li>• Board Meeting 9/24/25</li> </ul>
<p style="text-align: center;"><b>OCTOBER 2025</b></p> <ul style="list-style-type: none"> <li>• PHS Projects</li> <li>• Board Meeting 10/15/25</li> </ul>	<p style="text-align: center;"><b>NOVEMBER 2025</b></p> <ul style="list-style-type: none"> <li>• Financial Audit Review</li> <li>• Board Meeting 11/19/25</li> </ul>	<p style="text-align: center;"><b>DECEMBER 2025</b></p> <ul style="list-style-type: none"> <li>• Adopt CY25 Property Tax Levy</li> <li>• Board Meeting 12/15/25</li> </ul>	<p style="text-align: center;"><b>JANUARY 2026</b></p> <ul style="list-style-type: none"> <li>• Spring Adjunct Faculty Listing</li> <li>• General Obligation Alternate Bond Levy Abatement</li> <li>• Board Meeting 1/28/26</li> </ul>

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



**AGENDA ITEM V.A**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Career Services

**DATE:** January 21, 2025

Josh Collins, Assistant Vice President, Business Relations will provide an overview of LLCC's Career Center.