

**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 Monday, December 16, 2025 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, Mr. Fulgenzi, Mr. Gates, Mr. Holaway, Mr. Nicoll, and Mr. Rosenthal. Ms. Enz arrived during the hearing.

B. Pledge of Allegiance

C. Bond Issue Notification Act Hearing

Chair Gates announced the purpose of this hearing is to receive public comments on the proposal to sell bonds in the amount not to exceed \$31,000,000 for the purpose of funding and paying outstanding and unpaid claims against the District. The Chairman stated that all persons desiring to be heard would have an opportunity to present written or oral testimony with respect thereto. The Chairman opened the discussion, explained the reason for the proposed issuance of the Bonds, and then asked if there were any comments by trustees and the public. The Chairman then announced that all persons desiring to be heard had been given an opportunity to present oral and written testimony with respect to the proposed issuance of the Bonds. No written or oral testimony was received.

MOTION NO. 12-16-24-1:

Trustee Davis moved to adjourn the hearing. Trustee Holaway 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

D. Adoption of Agenda of the December 16, 2024 Meeting

MOTION NO. 12-16-24-2:

Mr. Fulgenzi moved to adopt the agenda of the December 16, 2024, meeting. Ms. Enz seconded.

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

E. Regular Board Meeting Dates from January 2025 through December 2025

In accordance with Section 2.02 of the Open Meetings Act, the Board has adopted a schedule for regular meetings at the beginning of each calendar year.

The Board traditionally meets on the fourth Wednesday of each month. I am requesting that we hold the January meeting on January 21, 2025, October meeting on October 15, 2025, November meeting on November 19, 2025 , and the December meeting on December 15. Some meetings may be held at off-campus locations.

Except for any off-campus meetings, all regular meetings of the Board shall commence at 5:30 p.m. in the Robert H. Stephens Room.

MOTION NO. 12-16-24-2:

Mr. Holaway moved to approve the schedule of meetings from January 2025 through December 2025 as the fourth Wednesday of each month, except for January, October, November, and December. All regular meetings of the Board shall commence at 5:30 p.m. in the Robert H. Stephens Room of Menard Hall, 5250 Shepherd Road, Springfield, IL. Mr. Rosenthal seconded.

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

F. Introductions and Recognitions - None

G. Hearing of Citizens – None

II. Consent Agenda

MOTION NO. 12-16-24-3:

Mr. Holaway moved to:

- approve the minutes of the regular meeting of November 20, 2024;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during November 2024 and ratify the November 30th Treasurer's Report;
- approve out of state travel;
- approve a purchase order to Spaces for Play for playground equipment and installation at the total estimated cost of \$98,880 in accordance with the terms, conditions, and specifications of Request for Proposal #FY2025-06;
- approve a purchase order to FCL Graphics for the printing, mailing, and delivering of the Spring 2025 issue of the Forward Magazine at the total estimated cost of \$55,000 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2025-08;
- approve a purchase order to Interstate Imaging for a Carestream FIT X-ray machine at the total estimated cost of \$104,900 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2025-07;
- move to approve the cooperative agreement with Association of Illinois Electric Cooperatives, the articulation agreements with Millikin University, Blessing Rieman College of Nursing and Health Sciences, the clinical site agreement with Litchfield Health & Rehab Center, the affiliation agreements with Beard Implement, Cass Veterinary Services, CIT Trucks, Coe Equipment, Inc., Cummins Sales and Service, Flynn's Shop, Green Kia Subaru, JX Enterprises, Martin Equipment of Illinois, Miles Chevrolet, Millers Most Valued Pets, Roland Machinery, Rt. 66 Truck Repair, Rush Truck centers, Sloan Implement, Truck Centers, Inc. and Jacksonville Walmart;
- approve the one-year agreement for the Salesforce CRM system at a total cost of \$48,000;
- approve the contract with Coastal Cloud for development of Phase 2 of the Salesforce Education Cloud project in the amount of \$72,500;
- ratify the grant application for the Nursing Educator Fellowship Grant in the amount of \$10,000, the Trade School Grant in the amount of \$94,310 and the Digital Instruction Grant for Adults in the amount of \$75,000;
- approve the base bid in the amount of \$279,195 and to establish a project contingency in the amount of \$20,000, for an aggregate amount of \$299,195 to complete the Child Development Center Solar Project at LLCC's Main Campus;
- accept the proposal from John Shafer & Associates, Inc. in the amount of \$79,800 to provide design services for the Exterior Doors Upgrades & Eyewash Station Upgrades Phase 1 Projects at the Main Campus;
- accept the proposal from Green Associates in the amount of \$81,400 to provide design services for the Logan Hall Roof Replacement Project at the Main Campus and
- accept the proposal from Demonica Kemper Architects in the amount of \$106,250 to provide design services for the Interior Wayfinding Phase 2 Project at the Main Campus.

Dr. Davis 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* - None

C. *Student Services Division Items* – None

D. *Administrative Services Division Items*

1. Establishment of CY2024 Tax Levy

We begin the budget process in December by establishing the tax levy for the following year. The levy must be completed and filed by the fourth Tuesday in December. Attached is the resolution to adopt the local property tax levy for calendar year 2024. Accounting standards implemented under GASB 35 will cause this levy to be recognized for reporting purposes equally between FY 2025 and FY 2026.

The law provides that the levy includes the dollar amount requested rather than the tax rate desired. Consequently, the tax levy in conjunction with the district's equalized assessed valuation (EAV) will determine the tax rate. The Education Fund rate of 27¢ per \$100 of EAV and the Operation and Maintenance Fund rate of 7¢ per \$100 of EAV will remain the same as those extended by County Clerks in the last fiscal year. The proposed levy before you allows for EAV growth of up to 4.99% over CY23 EAV.

The State of Illinois "Truth In Taxation" statute requires taxing bodies to publish a "Public Notice of Proposed Tax Increase" if the "aggregate levy" exceeds the prior year extension by 105%, excluding election and debt costs. The resolution regarding estimated amounts necessary to be levied in 2024, exclusive of debt retirement, includes an "aggregate levy" of 104.98% in excess of the estimated prior year's extension.

LLCC's 2023 extension, exclusive of debt service, was \$36,261,209. The levy recommended to you tonight, exclusive of debt service, is estimated at \$38,067,015. The proposed tax rate is equal to \$0.48712 cents per \$100 EAV which represents an increase in the tax rate of 0.00271 as compared to last year's rate. After the abatement of the 2019 Bond the new tax rate would be \$0.48232 which is a decrease of \$0.0021 from the prior year final tax rate.

The total levy for debt service includes \$2,890,166 for the retirement of principal and interest for the General Obligation Refunding Bonds, Series 2016, Alternative Revenue Source General Obligation Bonds, Series, 2019 and General Obligation Refunding Bonds, Series 2020. The Alternative Revenue Source General Obligations Bonds, Series 2019 will be abated in January 2025.

The total estimated 2024 levy of \$40,957,181, including debt service, represents a 5.57% increase over the 2023 extension of \$38,793,808.

Attached is the formal resolution necessary to establish the 2024 tax levy. The district's aggregate levy did not exceed a 5% increase over the prior year's extension.

Therefore, a truth in taxation notice and hearing will not be required for the 2024 tax levy.

MOTION NO. 12-16-24-4:

Mr. Holaway moved to approve the establishment of a 2024 tax levy of \$22,701,453 for educational purposes; \$5,885,562 for operations and maintenance purposes; \$6,290,000 for liability, protection and settlement purposes; \$610,000 for Social Security and Medicare insurance purposes; \$80,000 for audit purposes; \$2,500,000 for protection, health and safety purposes and \$2,890,166 for Bond and Interest purposes; for a total of \$40,957,181. Seconded by Mr. Fulgenzi.

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

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

B. President's Report

Registration for spring classes continues. Student Services (including registration, records, financial aid, testing, and student success advising) as well as the Bookstore will again offer extended hours for spring registration on the Springfield campus.

Our choir and band performed on Friday, December 6th. The choir, directed by Dr. See Tsai Chan, adjunct instructor of music, presented “Seasons of Life” at 1 p.m. The band, directed by Jason Waddell, professor of music, performed at 7 p.m.

Our Trutter Museum / Murray Gallery hosted a Public Service Announcement exhibit, created from a collaboration between students in Laura Anderson’s Art 200 course and Lauren York’s English 101 course. English students took on the role of clients, outlining purpose, audience, and message; and art students created the graphic designs.

Our semi-truck trailers have a new design promoting our Workforce Institute programs.

LLCC’s Neurodiagnostic Diagnostic Technology program was recently featured on the Community College Connections segment on WCIA’s morning program.

The fall bird banding season recently wrapped up. 1,199 birds of 73 species were banded over 36 days, which translates to 33.3 birds per day. The cumulative total of birds banded over 24 seasons at the LLCC Bird Banding Station is 38,126 birds of 136 species. One new species was added this fall: American Woodcock. The station continues to host many volunteers and guests, including a number of LLCC biology classes, UIS graduate students, and employees from the Illinois Department of Natural Resources and Illinois Natural History Survey.

As part of the Illinois Community Colleges’ “Feed the Need” food drive, we collected more than 1,600 items – across Springfield, Jacksonville, Taylorville, and Litchfield locations. Collections have helped stock LLCC pantries, Thanksgiving boxes, and community food pantries.

Some recent events for students have included:

A Thanksgiving lunch on November 22nd, led by Student Services. We had a great crowd.

Memorial Behavioral Health Mobile Crisis Response Team held the second of two free mental health assessments for students December 2nd. The total number of participants across both events was 26. Memorial provided assessments on stress inventory, anxiety, and depression, and also had staff on site to discuss results and to provide follow-up coping skills and resources.

On December 3rd, our Financial Aid office held an event for students to receive FAFSA assistance, free pizza, and holiday cold brew coffee.

We also hosted a yoga event around finals week to help students de-stress, and the Logger Activities Board held a week of events for students that included DIY positivity jars, ornament decorating, walking meditation and more.

Students have been volunteering and sharing their time and talents in our communities – The LLCC-Litchfield Student Club held a Thanksgiving Food Drive.

Our Honors Program Student Club held a donation drive for Mercy Communities.

The OTA program continues their partnership with the Boys & Girls Clubs of Central Illinois – offering an eight-week Fit-For-Life program to their after-school participants in grades K-8 from area schools. A recent session was “Cooking with a Cop” where 70

students learned how to make Apple Cheesecake Blossoms with LLCC Police Officer Dan Patterson.

C. Report from Faculty Senate

Senate President O'Malley reported that Senate is reviewing their voting membership to decide on adjuncts voting and discussing the transition of the DEIJ workgroup into a smaller group. This is the last meeting for Jennie, as she will be on sabbatical leave for the Spring semester.

D. Report from Faculty Association - None

E. Report from Classified Staff – None

F. Report from Professional Staff - None

G. Report from Facilities Services Council - None

H. Chairman's Report - None

I. Secretary's Report - None

J. Foundation Report - None

K. Other Board Members' Reports

Mr. Nicoll reported that PTK continues their work on their project, and they also held a holiday party. In addition, the IV Leaguers Nursing Club held a donation drive for socks and gloves to support Compass for Kids and he attended the recent pinning ceremony for the ADN program.

V. Strategic Discussion

A. Kellee Phillips, Student Care Coordinator, provided the board members an overview of the student well-being and mental health initiatives during 2024.

VI. Executive Session

MOTION NO. 12-16-24-5:

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

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

MOTION NO. 12-16-24-6:

Trustee Fulgenzi moved to return to open session at 6:10 p.m. Trustee Davis seconded.

All members voted aye. PASSED

VII. Actions from Executive Session

MOTION NO. 12-16-24-7:

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

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 6:11 p.m.

Chairman Gates

Secretary Enz

RESOLUTION ON ESTIMATED TAX LEVY FOR 2024

**LINCOLN LAND COMMUNITY COLLEGE
RESOLUTION REGARDING ESTIMATED AMOUNTS
NECESSARY TO BE LEVIED FOR THE YEAR 2024**

WHEREAS, The truth in Taxation Act requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the district; and

WHEREAS, if the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the levy of the preceding year, public notice shall be given and a public hearing shall be held on the district's intent to adopt a tax levy in an amount which is more than 105% of such extension or estimated extension for the preceding year; and

WHEREAS, the aggregate amount of property taxes extended for 2023 was:

Educational Purposes	\$21,385,317
Operations and Maintenance Purposes.....	5,555,607
Protection, Health, and Safety Purposes	2,031,618
Auditing Purposes.....	80,176
Tort Immunity Purposes.....	6,588,994
Social Security & Medicare Insurance Purposes	619,497
<i>TOTAL</i>	<i>\$36,261,209</i>

and

WHEREAS, it is determined that the estimated amount of taxes necessary to be raised by taxation for the year 2024 is as follows:

Educational Purposes	\$22,701,453
Operations and Maintenance Purposes.....	5,885,562
Protection, Health, and Safety Purposes	2,500,000
Auditing Purposes.....	80,000
Tort Immunity Purposes.....	6,290,000
Social Security & Medicare Insurance Purposes	610,000
<i>TOTAL</i>	<i>\$38,067,015</i>

And, that the amount of taxes levied for the year 2024 be allocated 50 percent for FY 2025 and 50 percent for FY 2026.

WHEREAS, the Truth in Taxation Act, as amended, requires that all taxing districts in the State of Illinois provide data in the Notice concerning the levies made for debt service pursuant to statute, referendum, resolution or agreement to retire principal or pay interest on bonds, notes, and debentures or other financial instruments which evidence indebtedness; and

WHEREAS, the amount of property taxes levied for the bond and interest purposes for 2023 was \$2,888,616 and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2024 is \$2,890,166. Of which, \$403,806 of the Alternative Revenue Source General Obligation Bonds, Series, 2019 will be abated.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees, Lincoln Land Community College, District No. 526, Counties of Bond, Cass, Christian, DeWitt, Fayette, Greene, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Sangamon, Scott and State of Illinois, as follows:

- SECTION 1: The aggregate amount of taxes estimated to be levied for the year 2024 is \$38,067,015.
- SECTION 2: The aggregate amount of taxes estimated to be levied for the year 2024 does not exceed 105% of the taxes extended by the district in the year 2023.
- SECTION 3: The amount of taxes estimated to be levied for the year 2024 for debt service is \$2,890,166 which is 0.05% increase of the taxes levied for debt service for 2023.
- SECTION 4: Each county clerk shall also extend a special tax for bond and interest payments as set forth in the certified copy of the resolutions (bond schedules) on file in the office of the county clerk of each county in which District No. 526 is situated.
- SECTION 5: The estimated aggregate amount necessary to be levied exclusive of election costs and bond and interest costs, does not exceed 105% of the amount of property taxes extended or estimated to be extended including any amount abated by the taxing district upon the levy of the previous year.

ATTEST:

Chairman, Board of Trustees

Secretary, Board of Trustees

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Personnel Matters
DATE: December 16, 2024

ADMINISTRATOR

A. Resignation

<u>NAME</u>	<u>POSITION</u>	<u>DISCIPLINE</u>	<u>EFFECTIVE DATE</u>
Erica Hostetler	Program Director	Medical Lab Technician	12/20/2024

FACULTY

A. Resignation

<u>NAME</u>	<u>POSITION</u>	<u>DISCIPLINE</u>	<u>EFFECTIVE DATE</u>
Christopher Tople	Instructor	Surgical Technology	05/31/2025

B. Approve the one-semester, temporary appointment of Anabelle Sneyd as Surgical Technology Instructor for Spring 2025. Anabelle received an Associate in Applied Science – Surgical Technology from Lincoln Land Community College. Anabelle is a current adjunct at LLCC and has eight years of experience in surgical technology. This appointment will be effective January 13, 2025 with placement on Associates, Step 8 of the 2024-2025 faculty salary schedule.