

**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 Tuesday, January 21, 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 Mr. Elmore, Mr. Gates, Mr. Holaway, Mr. Nicoll, and Mr. Rosenthal. Dr. Davis arrived while the meeting was in progress. Ms. Enz and Mr. Fulgenzi were absent.

*B. Pledge of Allegiance*

*C. Adoption of Agenda of the January 21, 2025 Meeting*

**MOTION NO. 01-21-25-1:**

Mr. Rosenthal moved to adopt the agenda of the January 21, 2025 meeting. Seconded by Mr. Elmore.

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

*D. Introductions and Recognitions*

Shanda Byer, Vice President, Student Services introduced Diana Couch, the new Athletic Director. The Women's Soccer team was also recognized, along with David Meyer, the head coach.

*E. Hearing of Citizens – None*

## II. Consent Agenda

### MOTION NO. 01-21-25-2:

Mr. Rosenthal moved to:

- approve the minutes of the regular meeting of December 16, 2024;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during December 2024 and ratify the December 31 Treasurer's Report;
- approve out of state travel;
- approve an agreement in the amount of \$30,630.25 with Henricksen for furniture to be utilized in the Innovation Lab;
- 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;
- 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;
- 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;
- approve the amendment to the affiliation agreement with CARLE Foundation; the clinical site agreement with IDHS Elizabeth Packard Mental Health Center; the amendment to the clinical site agreement with OSF Healthcare; the clinical site agreement with Hospital Sisters Health Systems; the affiliation agreements with SIU School of Medicine IT Department, with Zumbahlen, Eylh, Surratt, Foote & Flynn, Lt.; with 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;
- and 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.

Dr. Davis seconded.

Chairman Gates called a voice vote, all members voted aye. 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. Abatement Resolution of Series 2019 Bond Tax Levy

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 NO. 01-21-25-3:**

Mr. Elmore moved to approve the resolution abating the 2024 tax levy for the Series 2019 Bond for Lincoln Land Community College. Seconded by Mr. Holaway.

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

2. Adoption of Parameters Resolution

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 NO. 01-21-25-4:**

Dr. Davis moved 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. Seconded by Mr. Rosenthal.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, 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
- d. Quarterly Budget Transfer Report

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

- 4. Information Technology - None
- 5. Advancement Office – None
- 6. Executive Division
  - a. Review of Agenda Master Calendar

### *B. President's Report*

Employees greeted students and helped first-time students find their classrooms during Welcome Week last week. And our Student Life office has been holding several welcome activities — including games, puzzles, vision boards, and service projects (including one today where they designed cards to be distributed to children in hospitals).

Our Continuing, Corporate and Professional Education department is also off and running with many non-credit learning opportunities to choose from this spring — including a wide variety of online Ed2Go courses (in business, computer science, language and more) as well as in-person DiSC (personal assessment) training and small group coaching; Small Business Leadership Development Bootcamp; Excel classes; and health care continuing education such as an Alzheimer's Disease & Dementia Care Seminar, Beyond Burnout for Nurses and the CNA Instructors Conference.

We have received a \$448,000 USDA grant for distance learning. The funding will provide state-of-the-art technology for classrooms and the opportunity to deliver more courses for our Outreach Centers.

We received a record number of applications for this most recent cycle of Innovation in Diversity and Inclusion Grant awards – a part of the work that our Campus Climate Team does. Projects that will receive funding include:

A&P Open Access Packets – Creating an open educational resource to enhance the A&P laboratory experience and reduce resource disparities;

FACE Partnership Showcase – An outreach initiative to bring Family and Community Education (FACE) Coordinators in District 186 to LLCC to increase awareness of our resources and enhance collaboration;

Jacksonville Lunch & Learns – Discussion events during Deaf History Month and Black History Month to foster cultural awareness and respect for lived experiences;

LincUp Sensory Stress Breaks – Sensory materials and activities to foster social interaction and build relationships, particularly for neurodivergent students and those dealing with anxiety;

PTK Honors in Action Stories Project – Vlogging kits for conducting interviews, starting with documenting stories in Springfield about lived experiences with race and representation;

Continued support for BSU Fest – LLCC Black Student Union hosts students from District 186 high schools for an educational experience about college life and Black culture at LLCC to encourage enrollment in a supportive community;

And continued support for Fit for Life – Our OTA program has partnered with the Boys & Girls Club on a holistic approach to education, wellness, and community engagement.

New name tags have been distributed this month. These new name tags are printed in color. We moved away from all caps to increase legibility. And through consistent use, the goal, of course, is another way we can continue to enhance brand recognition.

We were a silver sponsor of Frontiers International Springfield's Dr. Martin Luther King Jr. Memorial Breakfast yesterday. This was the 50<sup>th</sup> annual memorial breakfast. The featured speaker was Illinois Supreme Court Justice Lisa Holder White. Thanks to those who represented LLCC, including Mark Holaway and Braden Nicoll, at this community event.

We will host an exploration night at LLCC-Litchfield on January 22<sup>nd</sup>. It includes a workforce programs showcase, College NOW information as well as LLCC Foundation scholarship and FAFSA assistance.

There will be a community scholarship event at LLCC-Jacksonville on Wednesday, January 29<sup>th</sup>. Attendees can gather information on local scholarships (including our LLCC Foundation scholarships) and financial aid staff will be on hand to provide FAFSA assistance.

The Academy of Lifelong Learning is hosting a four-part series called, "Artificial Intelligence and You." The first session is January 22<sup>nd</sup>, 3-4 p.m. in the Trutter Center. It will provide an overview of AI. Other session topics include AI in Education and Business, AI in Politics and Health Care, and AI in the Arts.

And Bistro Verde will re-open for the semester on January 28<sup>th</sup> with To Go service. It will be open Tuesdays, Wednesdays, and Thursdays, 11 a.m. to 1 p.m., through February 27<sup>th</sup>. And then from March 26<sup>th</sup>-April 24<sup>th</sup>, it will offer the full-service, dine-in restaurant experience.

Dr. Warren stated that she has been invited to participate in ICCB's Adequacy and Equity in Community College Funding Work Group.

*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 - None*
- H. Chairman’s Report - None*
- I. Secretary’s Report - None*
- J. Foundation Report - None*
- K. Other Board Members’ Reports*

Mr. Nicoll reported on the activities of PTK and the Student Advisory Committee and explained the ongoing projects.

Mr. Rosenthal asked for board members’ interest in attending a dinner with our lobbyist and legislators. All in favor.

V. **Strategic Discussion**

- A. Career Services

Josh Collins, Assistant Vice President, Business Relations provided an overview of LLCC’s Career Center.

VI. **Executive Session**

**MOTION NO. 01-21-25-5:**

Dr. Davis moved to hold an executive session for the purpose of discussing personnel matters, reviewing executive session minutes, and approving recording matters and pending/imminent legal matters. Mr. Holaway seconded.

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

**MOTION NO. 01-21-25-6:**

Trustee Davis moved to return to open session at 6:26 p.m. seconded by Trustee Elmore.

All members voted aye. PASSED

VII. **Actions from Executive Session**

**MOTION NO. 01-21-25-7:**

Trustee Davis moved to approve and release the closed session minutes of the following Board meetings (except for portions of such minutes that have been redacted for the reason that the need to maintain confidentiality continues to exist):

Regular Board Meeting, July 24, 2024  
Regular Board Meeting, August 28, 2024  
Regular Board Meeting, September 25, 2024  
Regular Board Meeting, October 16, 2024  
Regular Board Meeting, November 20, 2024  
Regular Board Meeting, December 16, 2024

And to extend non-disclosure of the recordings of the closed session portions of the Board's regular meetings set forth below for the reason that the need to maintain confidentiality continues to exist, and to authorize and direct the Board Secretary to destroy such recordings on or after the identified dates:

Regular Board Meeting, July 24, 2024  
Authorized destruction date – January 25, 2026

Regular Board Meeting, August 28, 2024  
Authorized destruction date – February 29, 2026

Regular Board Meeting, September 25, 2024  
Authorized destruction date – March 26, 2026

Regular Board Meeting, October 16, 2024  
Authorized destruction date – April 17, 2026

Regular Board Meeting, November 20, 2024  
Authorized destruction date – May 21, 2026

Regular Board Meeting, December 16, 2024  
Authorized destruction date – June 17, 2026

Seconded by Trustee Holaway.

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

#### VIII. **Adjournment**

There being no further business before the Board, the meeting was adjourned at 6:27 p.m.

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Chairman Gates

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Secretary Enz