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

***March 26, 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**

Wednesday, March 26, 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 March 26, 2025 Meeting
- D. Introductions and Recognitions
- E. Hearing of Citizens

**II. Consent Agenda**

- A. Approval of Minutes of the Regular Meeting of February 26, 2025
- B. Ratify Payments of Cash Disbursements for February and the February 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. Refurbished Ultrasound Machine for Diagnostic Medical Sonography
  - 2. Faculty Office Furniture
- F. Contracts/Agreements
  - 1. Monthly Training Contract/Clinical Agreement Status Report
  - 2. Fire Alarm Contracts
  - 3. Parking Lot Lease, LLCC-Medical District
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
  - 1. Approval of Grant Funded Project – Welding Lab Expansion
  - 2. Approval of Combined Project – FY25 Small Projects
  - 3. 2025 Master Service Agreement for Construction Management – Amendment #1 – FY25 Small Projects
- J. Other Items

**III. Action Agenda**

- A. Policies
  - 1. Revision to Board Policy 5.16 Residency
- B. Academic Services Division Items
  - 1. Summary of Curriculum Changes for 2025-2026 Catalog
- C. Student Services Division Items

- D. Administrative Services Division Items
- 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
  - 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. Phi Theta Kappa Presentation

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

- A. Personnel Matters
- B. Pending /Imminent Legal Matters

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

- A. Approval of Personnel 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 February and the February Treasurer's Report

**DATE:** March 26, 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 February, 2025, (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 February 28, 2025.

**MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during February 2025, and ratify the February 28, 2025, Treasurer's Report.**

**AGENDA ITEM II.C.1**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

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

**DATE:** March 26, 2025

<b>Name</b>	<b>Meeting</b>	<b>Location</b>	<b>Date</b>	<b>Purpose</b>	<b>Amount</b>
Jones, Chad + Women's Basketball Team	Women's Basketball Championship	Joplin, MO	Mar 17 – Mar 23, 2025	Team Travel	\$24,000
Byer, Shanda	Women's Basketball Championship	Joplin, MO	Mar 19 – Mar 23, 2025	NJCAA Tournament	\$1,750
Couch, Diana	Women's Basketball Championship	Joplin, MO	Mar 19 – Mar 23, 2025	NJCAA Tournament	\$1,750

**AGENDA ITEM II.C.2**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

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

**DATE:** March 26, 2025

<b>Name</b>	<b>Meeting</b>	<b>Location</b>	<b>Purpose</b>	<b>Amount</b>
Warren, Charlotte	Springfield Sangamon Growth Alliance	Washington, DC	Professional Development	\$1,450
Warren, Charlotte	2025 Association of Community College Trustees Leadership Congress	New Orleans, LA	Professional Development	\$3,319
Gleckler, Bryan	Springfield Sangamon Growth Alliance	Washington, DC	Professional Development	\$1,492
Coffman, Diana	Human Anatomy and Physiology Society Annual Conference	Pittsburgh, PA	Professional Development	\$1,585
Fleming, James Daniel	Human Anatomy and Physiology Society Annual Conference	Pittsburgh, PA	Professional Development	\$1,690
Mendoza, Patty	Coalition on Adult Basic Education Conference	Dallas, TX	Professional Development	\$3,680*



Coggins, Brittany	Coalition on Adult Basic Education Conference	Dallas, TX	Professional Development	\$3,280*
Dineen, Joshua	American Culinary Federation	Las Vegas, NV	Professional Development	\$3,216**
Cuthbert, Dillon	Pitt State Training	Pittsburgh, KS	Professional Development	\$1,380*
Matlock, Derek	National Institute for Staff and Organizational Development Annual Meeting	Austin, TX	Professional Development	\$2,561

\*Grant funded

\*\*Auxiliary Funds

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Refurbished Ultrasound Machine

**DATE:** March 26, 2025

The College issued an Invitation to Bid for a refurbished ultrasound machine to be used in our sonography program. A summary of bidders and pricing is detailed below:

<b>Bidder</b>	<b>Bid Price</b>
Ultrasound Solutions Corp. (Ronkonkoma, NY)	66,035.00
RPS Imaging (Michigan City, IN)	\$82,500.00
Samsung	\$84,525.10
Probo Medical (Tampa, FL)	\$95,726.53

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Sunday, February 23, 2025, edition of the Springfield State Journal Register.

In addition to the bidders above, the solicitation was also sent to: Ace Vision Ultrasound, Batavia; Sonosite Ultrasound, Bothell, WA; Pro Healthcare Products, Rexburg, ID; Henry Schein Medical, Melville, NY; AME Ultrasound, Seattle, WA; 360 Medical, Schomberg, Ontario, Canada; SI Medical Supply, Chicago; Valor Elite Supply, LLC, St. Augustine, FL; School Wholesale Supplies, LLC, Nashville, TN.

**Budget Impact:**

Total Funds Requested: \$66,035  
 Source of Funds: FFE  
 Projected Revenue: N/A  
 Projected Savings: N/A

**Student Learning Impact:**

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

Students will be provided training equipment similar to what they will be working on once they enter the workforce.

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

N/A

<p><b>MOTION:</b> Move to approve a purchase order to Ultrasound Solutions Corp. for a refurbished ultrasound machine at the total cost of \$66,035 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2025-11.</p>
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**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Faculty Office Furniture

**DATE:** March 26, 2025

The College seeks approval to purchase furniture from Herman Miller for approximately 15 double occupancy faculty offices. The various pieces of furniture will consist of new desk/work surfaces, office chairs, side chairs for students, and bookshelves. We will utilize the Illinois Public Higher Education Consortium (IPHEC) contract (HNZ056) for this purchase.

**Budget Impact:**

Total Funds Requested: \$125,000  
Source of Funds: FFE  
Projected Revenue: N/A  
Projected Savings: N/A

**Student Learning Impact:**

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

N/A

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

Faculty will be provided current, contemporary furniture that will support teaching.

**MOTION:** Move to approve entering into an agreement with Herman Miller for faculty office furniture with a total purchase price of \$125,000.

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

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

**DATE:** March 26, 2025

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

The Continuing, Corporate, and Professional Education Department has entered into a contract with Energy Transfer to provide Excel training. Three trainings will be held in March at the Energy Transfer location in Glenarm.

The Health Professions Department seeks approval to enter into a Clinical Site Agreement with Sarah Bush Lincoln for students enrolled in the Colleges Diagnostic Medical Sonography, Cardiovascular Sonography, and Medical Laboratory Technician Programs.

The Continuing, Corporate, and Professional Education department seeks approval to enter into an Affiliation Agreement with Etheridge Animal Hospital for students enrolled in the Veterinary Assistant Program.

The Academic Services division seeks approval to enter into Affiliation Agreements with Fairlane Diner and H&R Block for students enrolled in LLCC Programs.

The Continuing, Corporate, and Professional Education seeks ratification to enter into an Intergovernmental Agreement with the Illinois Department of Corrections to provide multiple OSHA trainings over the course of a three-year term.

**MOTION: Move to approve the Clinical Site Agreement with Sarah Bush Lincoln, the Affiliation Agreements with Etheridge Animal Hospital, Fairlane Diner, and H&R Block and the Intergovernmental Agreement with the Illinois Department of Corrections.**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Fire Alarm Contracts

**DATE:** March 26, 2025

Johnson Controls provides the monitoring and servicing for the majority of our Fire Alarm Systems at the Main Campus as well as the Outreach Centers. The total for renewal and service for these buildings for Fiscal Year 2026 is \$58,075.

**Budget Impact:**

Total Funds Requested:	\$58,075
Source of Funds:	Liability, Protection, and Settlement Funds
Projected Revenue:	N/A
Projected Savings:	N/A

**Student Learning Impact:**

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

By improving the physical environment in which instruction, study and leisure activities take place.

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

This project will be measured first by completion within the predetermined budget and time allotted for completion, and then by the satisfaction of the users and stakeholders.

**MOTION:** Move to approve the expenditure of \$58,075 to Johnson Controls for fire alarm system monitoring and servicing.

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees  
**FROM:** Charlotte J. Warren  
President  
**SUBJECT:** Parking Lot Lease, LLCC-Medical District  
**DATE:** March 26, 2025

The College currently leases parking spaces for the LLCC-Medical District through Giacomini Management Corporation. We have two leases in place, one for 36 spaces and the other for 20 spaces, both of which expire on March 31, 2025. We are only seeking to enter into a new lease on the parking lot with 36 spaces. Given our parking space needs at LLCC-Medical District, the lease for the 20 spaces is not needed and will save the college approximately \$4,500 annually. The proposed lease would be for a 3-year term and include two one-year renewal options. The terms of the lease are as follows:

<b>Lease – 36 parking spaces:</b>	<b>Rate Adjustment:</b>
Current rate: \$16,611.67/year	
Year 1 proposed: \$16,611.67/year	0.0%
Year 2 proposed: \$16,611.67/year	0.0%
Year 3 proposed: \$17,110.02/year	3.0%
Year 4 proposed: \$17,110.02/year	0.0%
Year 5 proposed: \$17,623.32/year	3.0%

Years 4 and 5 reflect optional one-year renewal terms should the College decide to exercise these lease options.

I recommend approval of this lease as outlined.

**MOTION: Move to approve the three-year lease with two optional one-year renewal periods with Giacomini Management Corporation for 36 parking spaces at LLCC-Medical District.**

**AGENDA ITEM II.G**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Monthly Grant Status Report

**DATE:** March 26, 2025

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

The Workforce Institute seeks ratification of the grant application for the Aviation Maintenance Technical Workforce Development Act grant. If awarded, the funds will be used to provide partial scholarships and assistance for students preparing for FAA exams. Also, the grant will be utilized to acquire training equipment for classroom use.

**MOTION: Move to ratify the grant application for the Aviation Maintenance Technical Workforce Development grant in the amount of \$996,955.**



**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Approval of Grant Funded Project – Welding Lab Expansion

**DATE:** March 26, 2025

Tonight, we are asking you to approve a project to renovate the welding lab at the Main Campus. The project scope includes work in multiple rooms in the Workforce Careers Center including relocation of the Welding Lab to the existing Construction Trades Lab Room W1160 and general construction in W1159, W1161, W1162, W1163 and W1166 to prepare rooms for new use.

This project is made possible by a grant from the Department of Commerce and Economic Opportunity (DCEO) Energy Transition Community Grant in the amount of \$1,878,741.11 for general construction for the expansion of the welding lab including mechanical and plumbing and the associated purchase and installation of any necessary materials and appurtenances located in the Workforce Careers Center at the Main Campus.

In addition to the above grant, additional funding in the amount of \$2,293,807.89 will be funded with Restricted funds.

**Budget Impact:**

Total Funds Requested:	\$2,293,807.89
Source of Funds:	Restricted
Projected Revenue:	N/A
Projected Savings:	N/A

**Student Learning Impact:**

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

By improving the physical environment in which instruction, study and leisure activities take place.

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

Each of these projects is measured first by completion within the predetermined budget and time allotted for completion, and then by the satisfaction of the users and stakeholders.

**MOTION:      Move to approve the Welding Lab Expansion project at the  
Main Campus.**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Approval of Combined Project – FY25 Small Projects

**DATE:** March 26, 2025

Tonight, we are asking you to approve combining eight projects previously approved by the Board into one larger project titled FY25 Small Projects. This project is a combination of several small projects funded during the FY25 budgeting process and two FY24 PHS projects.

The combined project will include flooring replacement, secure access upgrades, lighting upgrades, painting, and renovations at Jacksonville, Litchfield, Taylorville, and the Main Campus as shown below.

Project Title	Board Approval / Source of Funds	Construction Budget
Jacksonville Storefront & Exterior Wayfinding Replace storefront including exterior doors and windows with energy efficient materials, improve ADA accessibility, and upgrade exterior wayfinding signage on building.	October 2023 / Protection, Health, and Safety	\$384,300
Security Alarm & Secure Access Upgrades Phase 2 Install exterior door access control and upgrade security alarm systems as needed at the Main Campus, Jacksonville, Litchfield, and Taylorville.	October 2023 / Protection, Health, and Safety	\$532,900
Flooring Replacement at Litchfield Replace the carpet in classrooms 102, 103, 104, office 109, testing 110 and hallways in the Admin Building.	FY25 Budgeting / Infrastructure	\$52,854
Office Upgrades in Sangamon Hall Upgrade electrical, data, lighting, replace flooring, and paint in Offices S1105-S1110.	FY25 Budgeting / Small Projects	\$34,334

<b>Project Title</b>	<b>Board Approval / Source of Funds</b>	<b>Construction Budget</b>
Painting at Taylorville and Montgomery Hall Paint the hallways in both North and South Buildings in Taylorville and Montgomery Hall classrooms/labs 1107, 1118, 1120 and 1142.	FY25 Budgeting / Infrastructure	\$8,690
Ceiling Tile Replacement at Taylorville Replace all ceiling tiles and grid in classroom 1250.	FY25 Budgeting / Infrastructure	\$2,634
Jacksonville Active Learning Classroom Upgrade electrical, data, lighting, replace flooring, and paint to create a Category 2 Active Learning classroom in room 1125.	FY25 Budgeting / Small Projects	\$53,303
Litchfield Active Learning Classroom Upgrade electrical, data, lighting, replace flooring, and paint to create a Category 1 Active Learning classroom in room 111.	FY25 Budgeting / Small Projects	\$59,465
<b>Total Combined Original Construction Budget</b>		<b>\$1,128,480</b>

The approved project budget for the combined project of \$1,128,480 as shown above is for construction only. FFE and Technology budgets were established separately and will be managed by Finance and ITS.

**MOTION: Move to approve combining the Jacksonville Storefront & Exterior Wayfinding, Security Alarm & Secure Access Upgrades Phase 2, Flooring Replacement at Litchfield, Office Upgrades in Sangamon Hall, Painting at Taylorville and Montgomery Hall, Ceiling Tile Replacement at Taylorville, Jacksonville Active Learning Classroom, and Litchfield Active Learning Classroom projects to create one project titled FY25 Small Projects.**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** 2025 Master Service Agreement for Construction Management –  
Amendment #1 – FY25 Small Projects

**DATE:** March 26, 2025

Included in a separate memo before you tonight, several small projects funded during the FY25 budgeting process and two FY24 PHS projects were combined into one project, FY25 Small Projects. The combined project will include flooring replacement, secure access upgrades, lighting upgrades, painting, and renovations at Jacksonville, Litchfield, Taylorville, and the Main Campus

Tonight, we are asking the Board to approve Amendment #1 to the 2025 MSA for O’Shea Builders (O’Shea) to provide construction management services for combined project: FY25 Small Projects. As stated in the October 2024 memo, the cost of O’Shea’s services will be determined by project amendments that require board approval and O’Shea will serve as construction manager only and not self-perform any work.

Sealed proposals were requested for the combined project, FY25 Small Projects, based on the bid packages listed below and were received at the Construction Manager’s Office on January 28, 2025. The tabulation of those proposals is as follows:

<b>Bid Results</b>	<b>Bid Package</b>	<b>Bid</b>	<b>Selected</b>
Pulliam	Masonry	\$12,660.00	\$12,660.00
Springfield Overhead Doors	OH Door	\$6,500.00	\$6,500.00
Advance Glass	Glass	\$114,800.00	\$114,800.00
Mid-Illinois	Gypsum	\$469,707.00	
Carpet Weavers	Floor	\$78,813.00	\$78,813.00
Flooring Syst	Floor	\$127,980.00	
Patterson	Floor	\$92,000.00	
Vogue	Paint	\$35,525.00	
Mid-Illinois	Paint	\$85,880.00	
Jennings	Paint	\$33,050.00	\$33,050.00
Resource One	Window Treat	\$4,649.00	\$4,649.00
Henson	HVAC	\$39,589.00	

<b>Bid Results</b>	<b>Bid Package</b>	<b>Bid</b>	<b>Selected</b>
Pruitt	HVAC	\$33,058.00	\$33,058.00
Senergy	Electrical	\$280,024.13	\$280,024.13
B&B	Electrical	\$296,308.00	
Mid-Illinois	Gypsum/Paint	\$550,298.00	
<b>Total Bids Selected on 1/28/25</b>			<b>\$563,554.13</b>

The following companies were issued bid documents but chose not to submit a proposal: none.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the, Thursday, January 9, 2025, edition of the Illinois Times.

In an effort to solicit multiple bids and reduce cost, the Gypsum package was rebid. Sealed proposals for the Gypsum bid package were received at the Construction Manager's Office on March 4, 2025. The tabulation of those proposals is as follows:

<b>Bid Results</b>	<b>Type of Work</b>	<b>Bid</b>	<b>Selected</b>
Allied Construction Services, Inc. City, IL	Gypsum	\$468,778.00	\$468,778.00
Mid-Illinois City, IL	Gypsum	\$562,530.00	
<b>Total Bids Selected on 3/4/25</b>			<b>\$468,778.00</b>

The following companies were issued bid documents but chose not to submit a proposal for the rebid of the Gypsum package: none.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the, Thursday, February 13, 2025, edition of the Illinois Times.

We are requesting approval of Amendment #1 and authorization for O'Shea to execute subcontracts for the lowest responsive bids as listed in Amendment #1 Summary table below pending successful negotiation of deductive change orders to reduce the project cost to the available budget of \$1,128,480.

<b>Bid Results</b>	<b>Bid Package</b>	<b>Bid</b>	<b>Selected</b>
Pulliam	Masonry	\$12,660.00	\$12,660.00
Springfield Overhead Doors	OH Door	\$6,500.00	\$6,500.00
Advance Glass	Glass	\$114,800.00	\$114,800.00
Carpet Weavers	Floor	\$78,813.00	\$78,813.00
Jennings	Paint	\$33,050.00	\$33,050.00
Resource One	Window Treat	\$4,649.00	\$4,649.00
Pruitt	HVAC	\$33,058.00	\$33,058.00
Senergy	Electrical	\$280,024.13	\$280,024.13
Mid-Illinois	Gypsum	\$469,707.00	\$468,778.00

<b>Total Bids Selected</b>	<b>\$1,032,332.13</b>
O'Shea Direct Costs, General Liability, Contingency, Fees and Bonds:	\$301,036.31
<b>2025 MSA - Amendment #1:</b>	<b>\$1,333,368.44</b>

**Budget Impact:**

Total Funds Requested: \$1,398,368.44  
(\$1,333,368.44 Amendment #1 + \$65,000 Contingency)

Source of Funds: Protection, Health, and Safety, Small Projects, and Infrastructure

Projected Revenue: N/A

Projected Savings: N/A

**Student Learning Impact:**

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

By improving the physical environment in which instruction, study, administrative and leisure activities take place.

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

This project is measured first by completion within the predetermined budget and time allotted for completion, and then by the satisfaction of the users and stakeholders.

**MOTION: Move to approve 2025 MSA Amendment #1 with O'Shea Builders in the amount of \$1,333,368.44 and to establish a project contingency in the amount of \$65,000, for an aggregate amount of \$1,398,368.44 to complete the FY25 Small Projects at Jacksonville, Litchfield, Taylorville, and Main Campus pending successful negotiation of deductive change orders to reduce the project cost to the available budget.**

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



**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Revision to Board Policy 5.16 - Residency

**DATE:** March 26, 2025

These revisions are in response to a request from the Illinois Community College Board. We are requesting the first and second reading take place at the March board meeting.

*Student residency classification (in-district, in-state out-of-district, out-of-state, or out-of-country) and verification will be in accordance with the provisions of the Illinois Public Community College Act, 110 ILCS 805/1 et seq., and the administrative rules of the Illinois Community College Board (ICCB). ~~In accordance with the ICCB, the College will maintain procedures for the classification and verification of student residency status.~~*

*To be classified as a resident of the State of Illinois or of the community college district, a student shall have occupied a dwelling within the State or district for at least 30 days immediately before the date established by the district for classes to begin.*

*The College shall maintain documentation verifying State or district residency of students. Students occupying a dwelling in the State or district who fail to meet the 30-day residency requirement may not become residents simply by attending classes at a community college for 30 days or more.*

*Students who move from outside the State or district and who obtain residence in the State or district for reasons other than attending the community college shall be exempt from the 30-day requirement if they demonstrate through documentation a verifiable interest in establishing permanent residency.*

*Students who are currently under the legal guardianship of the Illinois Department of Children and Family Services or have been recently emancipated from the Department and had a placement change into a new community college district shall be exempt from the 30-day requirement if they demonstrate proof of current in-district residency. Documentation of current residency may be submitted to the district from the student, a case worker or other personnel of the Department, or the student's attorney or guardian ad litem.*

Legal Citation 110 ILCS 805

**MOTION: Waive second reading and approve revisions to Board Policy  
5.16 – Residency.**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Summary of Curriculum Changes for 2025-2026 Catalog

**DATE:** March 26, 2025

The following curriculum changes have been approved following the College's curriculum development process. These changes at the curriculum/program level include: the development of new curriculum/program and withdrawal of curriculum/program.

**Withdrawn Curriculum/Programs:**

- CC Agriculture Watershed Management Tech I, CA Agricultural Watershed Management Tech II, CC Audio Production, CC Fire Tactics and Strategy I, CA Value-Added Local Food, Theatre AA

**Budget Impact:**

Total Funds Requested: Requested separately  
Source of Funds: Operating funds  
Projected Revenue: N/A  
Projected Savings: N/A

**Student Learning Impact:**

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

Students will be offered courses and programs that reflect best-practice in each field.

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

Academic Services will monitor student achievement of identified learning outcomes as well as course and program enrollments.

**MOTION: Move to approve the 2025-2026 curriculum updates to catalog.**

***IV. Information Items***

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Position Vacancies and Hires

**DATE:** March 26, 2025

**POSITION VACANCIES**

**Classified**

Donor Relations Coordinator (FT)

**Professional**

IT Project Manager (FT)

Police Officer (FT)

Staff Training & Development Coordinator (FT)

Student Care Coordinator (FT)

Truck Driver Training Specialist (FT)

Workforce Development Program Coordinator (FT)

**Full-time Faculty**

Instructor, Cardiovascular Sonography

Instructor, Computer Science

**NEW HIRES**

Amanda Jones	Program Assistant, Community Education	03/24/2025
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**PROMOTIONS**

Jason Cinotto	Systems Administrator II	03/17/2025
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**RETIREMENTS**

Michael Bates	Public Safety Assistant, LLCC Litchfield	03/27/2025
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**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Construction Progress Update

**DATE:** March 26, 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 – FY23**

**Main Campus Exterior Lighting Upgrade Phase 3**

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

**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**

This project was combined with FY25 Small Projects – O’Shea.

**Mechanical Upgrades**

The project is under way.

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

This project was combined with FY25 Small Projects – O’Shea.

**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**

The project is under way.

### **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.

## **Small Projects – FY25**

### **FY25 Parking Lot & Sidewalk Improvements**

The project is under way.

### **FY25 Small Projects - 2025 Master Service Agreement (O'Shea)**

Our recommendation is before you this evening. This project is a combination of several small projects funded during the FY25 budgeting process and two FY24 PHS projects. FY25 small projects include Litchfield Admin Bldg. Flooring Classrooms Hallways, Sangamon Offices S1105-S1110, Taylorville & Montgomery Hall Misc. Painting, Taylorville Classroom 1250 Ceiling Tile, Jacksonville 1125 Active Learning, and Litchfield 111 Active Learning. FY24 PHS projects include Jacksonville Storefront & Exterior Wayfinding and Security Alarm & Secure Access Upgrades Phase 2.

## **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 an 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.



**AGENDA MASTER CALENDAR**

<p style="text-align: center;"><b>APRIL 2025</b></p> <ul style="list-style-type: none"> <li>• Seating of Student Trustee/Board Reorganization</li> <li>• Student Recognition 4/28/25</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>• Employee Recognition 5/15/25</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>	<p style="text-align: center;"><b>FEBRUARY 2026</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 2/25/26</li> </ul>	<p style="text-align: center;"><b>MARCH 2026</b></p> <ul style="list-style-type: none"> <li>• Administrative Positions</li> <li>• Board Meeting 3/25/26</li> </ul>

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

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Phi Theta Kappa Presentation

**DATE:** March 26, 2026

Gillian Bauer and Ryan Roberts, Club Advisors, will provide an overview of Phi Theta Kappa. The presentation will include admission requirements, program activities and accomplishments.