

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
LINCOLN LAND COMMUNITY COLLEGE
ILLINOIS COMMUNITY COLLEGE DISTRICT #526**

The regular meeting of the Board of Trustees of Lincoln Land Community College, Illinois Community College District #526 was held on Wednesday, March 22, 2023 at 5:15 p.m. in the Robert H. Stephens Room with Vice Chairman Elmore presiding.

I. Preliminary Matters

A. Roll Call

Members present were Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Mr. Harris-Patel, Mr. Holaway, Ms. Raymond. Mr. Rosenthal was absent.

MOTION NO. 3-22-23-1:

Mr. Gates moved allow Dr. Davis to join the meeting via phone. Ms. Raymond seconded.

Upon roll call vote, those members voting aye were Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Mr. Harris-Patel (advisory), Mr. Holaway, and Ms. Raymond. PASSED

B. Pledge of Allegiance

Mr. Fulgenzi led the audience in the pledge of allegiance.

C. Adoption of Agenda of the March 22, 2023 Meeting

MOTION NO. 3-22-23-2:

Mr. Gates moved to adopt the agenda of the February 22, 2023, meeting. Mr. Holaway seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Mr. Harris-Patel (advisory), Mr. Holaway, and Ms. Raymond. PASSED

D. Introductions and Recognition - None

E. Hearing of Citizens – None

II. Consent Agenda

MOTION NO. 03-22-23-3:

Ms. Raymond moved to:

- approve the minutes of the regular meeting of February 22, 2023;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during February 2023, and ratify the February 28, 2022 Treasurer's Report;
- ratify out of state travel;
- approve out of state travel;
- approve the articulation agreement with Purdue University Northwest;
- approve the project for Diesel Lab Renovation at the Main Campus;
- ratify the award of the base bid in the amount of \$611,068, alternate bid #1 in the amount of \$30,767, alternate bid#2 in the amount of \$9,218 and alternate bid #3 in the amount of \$27,814 from R.D. Lawrence Construction Co., Ltd. and to establish a project contingency in the amount of \$30,500 for an aggregate amount of \$709,367 to complete the Diesel Lab Renovation Project at the Main Campus;
- approve the base bid in the amount of \$152,250 from R.L. Vollintine Construction Co., Inc. and to establish a project contingency in the amount of \$15,000, for an aggregate amount of \$167,250 to complete the Main Campus Classrooms Upgrades and Taylorville Flooring Replacement Project at the Main Campus in Springfield and Taylorville campus;
- approve the base bid in the amount of \$782,871, from S&W Contractors of Illinois and to establish a project contingency in the amount of \$80,000, for an aggregate amount of \$862,871 to complete the Main Campus Parking Lot, Drives and Signage Project at LLCC's Main Campus;
- and approve the base bid in the amount of \$5,716,000, alternate bid #1 in the amount of \$17,900 and alternate bid #2 in the amount of \$12,700 from Johnco Construction, Inc. and to establish a project contingency in the amount of \$300,000, for an aggregate amount of \$6,046,600 to complete the Renovate and Expand Student Services Project at LLCC's Main Campus.

Mr. Holaway seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Gates, Mr. Harris-Patel (advisory), Mr. Holaway, and Ms. Raymond. PASSED

III. Action Agenda

A. Policies

1. Revision to Board Policy 4.14 – Grade Review

The following is a proposed change to Board Policy 4.14 – Grade Review

*Any student who feels that a final grade has been unfairly or inappropriately assigned may request a grade review. Every effort should be made to resolve the issue informally before pursuing the formal grade review process. This procedure is not intended for reviewing the professional judgment of faculty regarding the assessment of the quality of work of their students and shall not abridge, circumvent, nor diminish academic freedom in any way. **This policy does***

not apply to administrative withdrawal grades that are given at the state and federal reporting deadlines.

Reviews are appropriately claimed, but not limited to, allegations such as the following:

- 1. Assignment of grades on the basis of factors or by methods not stipulated in the course syllabus;*
- 2. errors in the calculation or recording of course grades;*
- 3. inconsistency in the assignment of course grades; and*
- 4. assignment of grades on the basis of factors unrelated to academic performance or quality of work in a course.*

This change is being presented for a first reading tonight. No action is required at this meeting. With Board concurrence, we will return this policy to you for action at the regularly scheduled April 2023 meeting of the Board.

B. Academic Services Division Items - None

C. Student Services Division Items – None

D. Administrative Services Division Items - None

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 – None
5. Executive Division
 - a. Review of Agenda Master Calendar

B. President's Report

We are actively promoting the action the Board of Trustees took last month to freeze standard tuition for the coming academic year. We are also promoting the three, free programs offered this summer through grant funding. Those include:

- 3 for Free! where new college students can choose a free, three-credit class to take this summer. Also eligible are former LLCC students who did not complete a degree or certificate. Free books, supplies and tutoring will be provided. 3 for Free is limited to 150 students, with a percentage of spots reserved for low-income, first-generation and minority students.
- Summer Boost will help students gain confidence and get ready to start college. Participants can choose any combination of sessions to prepare them for college-level courses. Lunch, attendance incentives and mentoring are also included.
- Career Exploration allows adults with or without a high school diploma to learn about career fields and get ready to enter a workforce training program. Participants will attend workshops three days a week with guest speakers and tours of workforce training labs.

More information and registration for these programs are available on our website.

We welcomed several elected officials over the past week. Last Wednesday, Trustees Gordon Gates, Vicki Davis and Jeff Fulgenzi were on hand as Governor J.B. Pritzker held a press conference in the Kreher Agriculture Center on funding for higher education and a proposed increase in MAP grants. LLCC Ag Student Keziah Gragg spoke on how the MAP grant has helped fund her education. Other speakers included Lieutenant Governor Juliana Stratton, State Senator Doris Turner, and State Representatives Mike Coffey and Katie Stuart.

On Monday, State Senator Mattie Hunter from Chicago spoke to Adult Education classes and later toured the Workforce Careers Center. She made several very positive comments on our facilities, the range of offerings, and about our faculty and students as she walked around meeting a number of them.

For the first time, Workforce Institute students participated in the Skills USA competition. SkillsUSA is a non-profit national education association. 11 students have advanced to the state competition in Peoria next month. They are competing in 6 programs: Culinary Arts, Carpentry, Auto Tech, Electrical Wiring, HVAC, and welding). The state competition will be at the Peoria Civic Center April 27-29. If successful there are national competitions.

Last week, members of our Ag Club traveled to Iowa for the National P.A.S. (Postsecondary Agricultural Student) Conference. The Soils Specialist Team was named 2023 National P.A.S. Champions. LLCC will serve as the host site for the 2024 National P.A.S. Conference

The Livestock Judging Team recently wrapped up its season at the Houston Livestock Show. The team placed 11th overall with several additional team and individual placings. The team also finished 9th overall at San Antonio, with a 1st place in sheep judging. Eight members of the team are being recruited to join judging teams at universities including Colorado State, Purdue, Iowa State and Texas A and M.

Our Occupational Therapy Assistant (OTA) program is partnering with Boys & Girls Clubs of Central Illinois on the "Healthy Minds, Hearts & Hands" program this month and next. Funded by an IDI (Innovation in Diversity and Inclusion) grant, Mighty Minds, Heart and Hands is a service-based learning project for at-risk youth in which OTA students and staff work with the Boys and Girls Club on an afterschool program at DuBois Elementary each Monday in March and April. The project seeks to also increase community awareness of and diversity of students in the OTA program.

Some recent changes in the Advancement office include, moving Brenda Elliott, Director, Work-Based Learning, Marina Wirsing and Cathy Huffman, Career Coaches under Josh Collins, Assistant Vice President of Business Relations. We are implementing two pieces of software to help manage the many contacts we have with businesses. Salesforce will be extremely useful to that staff, as well as our faculty and deans. The second is Handshake. Our old job board was not adequate, and we found that many employers have already been using this to find and recruit employees. The employer launch has been very successful. We are now connected to 178 employers. We anticipate nearly 200 by the end of the week and will keep working for more. The student launch is set for April 13. Our aspirational goal is to have every student at LLCC posted on this site to better enable them and employers to find good matches. Ultimately, we are also hoping to connect alumni into our work around these projects and be a stronger resource for them.

The spring 2023 edition of FORWARD magazine has arrived in mailboxes throughout the LLCC district and is now available online.

Finally, Dr. Warren asked the board if they wanted to participate in the ICCTA Lobby Day. With the new legislative maps, we now have 15 state legislators in the LLCC district. Many of which we have never worked with. The board discussed different ways to meet and introduce LLLCC to the legislators.

C. Report from Faculty Senate

Faculty Senate President, Jennie O'Malley reported that faculty is working closely with Academic Innovation and eLearning to provide professional development to full time and adjunct faculty.

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

Ms. Raymond reported that she was not able to attend the last ICCTA meeting due to illness.

J. Foundation Report

Ms. Sanders reported that they received 544 scholarship applications. There was an increase in the number of applications from District 186. The faculty and staff will participate in the annual LEAGUE campaign, which will kick off on Professional Development Day, March 28th. And planning is underway for the 17th annual Gala scheduled for April 29, 2023. The theme this year is *Sail Away*. All board members were encouraged to attend.

K. Other Board Members' Reports

Mr. Gates attended the Governor's press conference that was held at LLCC. He was very impressed with the professionalism of the event and was complimentary of the Public Relations and Marketing staff.

Mr. Harris-Patel reported that the Student Government Association is working closely with the new Director, Student Engagement, Kristin Booher.

V. Strategic Discussion

A. Workforce Equity Initiative

Candace Silas, Director, Workforce Equity Initiative provided an update on the program and introduced the Program Navigators, Sierra Peterson, and Brandon Lewis.

VI. Executive Session

MOTION NO. 03-22-23-4:

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

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Mr. Harris-Patel (advisory), Mr. Holaway, and Ms. Raymond. PASSED

MOTION NO. 03-22-23-5:

Ms. Raymond moved to return to open session at 6:38 p.m. Mr. Gates seconded.

Those members voting aye were Dr. Davis, Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Mr. Harris-Patel (advisory), Mr. Holaway, and Ms. Raymond. PASSED

VII. Actions from Executive Session

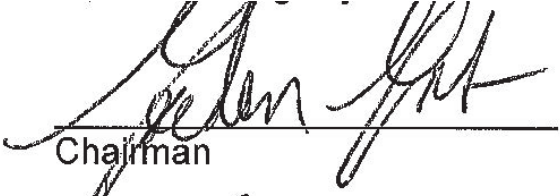
MOTION NO. 03-22-23-6:

Mr. Fulgenzi made a motion to approve the attached personnel matters, Mr. Gates seconded.


Those members voting aye were Dr. Davis, Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Mr. Harris-Patel (advisory), Mr. Holaway, and Ms. Raymond, PASSED

VIII. Adjournment

There being no further business before the Board, the meeting adjourned at 6:39 p.m.



Chairman



Secretary

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Personnel Matters

DATE: March 22, 2023

We recommend the following personnel actions:

ADMINISTRATOR

A. Resignation

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE DATE</u>
Jamil Steele	Director	Adult Education & Literacy	04/10/2023

B. The following administrators are being recommended for continued employment for the 2023-2024 year:

Academic Services

Name	Position
Blackburn, Jessie	Director, LLCC Litchfield
Bretz, Laurel	Assistant Vice President, Continuing, Corporate and Professional Education
Clevenger, Julie	Executive Director, Center for Academic Success
Cosentino, Yvonne	Program Director, Occupational Therapy Assistant
Dockter, Jason	Associate Vice President, Academic Services
Dykstra, Joel	Dean, English and Humanities
Edmonds, Christopher	Program Director, Construction Trades
Elliott, Brenda	Director, Work-Based Learning
Ferreira, Nick	Program Director, Emergency Services and Health
Gardner, Jeffrey	Program Director, Diesel Technologies
Giles-Brown, Leigh	Program Director, Diagnostic Medical Sonography
Krueger, Dee	Director, LLCC Taylorville
Kuhn-Schnell, Tamara	Dean, Library
Kujawa, Tricia	Assistant Vice President, Institutional Research & Effectiveness
Lane, Sheridan	Director, Culinary Programs & Operations
Maskey, Cynthia	Dean, Health Professions
Mason, Keri	Director, LLCC Jacksonville
Mitkos, Andy	Director, Academic Technology Systems and Support
Moore, Patrick	Director, Concurrent Enrollment
Murphy, Janelle	Program Director, Associate Degree Radiography
Newton, Becky	Director, Community Education
Parton, Becky	Dean, Academic Innovation, and eLearning
Pietrzak, David	Program Director, Aviation
Robinson, Curt	Director, Truck Driver Training

Searcy, Scott	Dean, Mathematics and Computer Science
Spencer, Sonja	Associate Dean, Nursing
Sweet, Nancy	Dean, Workforce Institute
Todd, Brent	Dean, Natural and Agricultural Science
Tople, Chris	Program Director, Surgical Technology
Watkins, Adam	Dean, Arts and Communication
Wiesenhofer, Amanda	Director, Library Digital and Technical Services
Wilson, Diane	Program Director, Neurodiagnostic Technology

Administrative Services

Name	Position
Blaylock, Andrew	Director, Campus Services
Bliss, Jeremy	Director, Budget & Fiscal Services
Bretscher, David	Director, Facilities
Ervin, Tim	Director, Construction and Environmental, Health & Safety
Gleckler, Bryan	Vice President, Administrative Services
Goodman, Sarah	Director, Business & Accounting
Longhta, Karie	Associate Vice President, Finance
Ralph, Nicole	Associate Vice President, Human Resources
Rhodes, Laura	Director, Child Development Center
Russell, Chris	Chief of Police
Taylor, Kirsten	Director, Employment and Benefits

Executive

Name	Position
Collins, Josh	Assistant Vice President, Business Relations
Kruse, Kyla	Director, Communications
Pulce-Flynn, Michelle	Director, Grant Development
Sanders, Karen	Vice President, Advancement/Executive Director, LLCC Foundation
Whalen, Lynn	Chief Communications Officer

ITS

Name	Position
Cruz, Esteban	Chief Information Officer
Ghafouri, Afshin	Director, IT Development
Roth, Ben	Director, IT Systems
Schnetzler, Rick	Director, IT Support

Student Services

Name	Position
Ackman, Robin	Registrar
Armbruster, Anne	Director, Student Support Services
Booher, Kristin	Director, Student Engagement
Byer, Shanda	Associate Vice President, Enrollment Services
Eddings, Kim	Director, Accessibility Services
Goers, Bryan	Director, Enrollment Services

Johnson, Leslie	Assistant Vice President, Student Success
Mills, Alison	Director, Financial Aid
Riggle, Ron	Director, Athletics
Silas, Candace	Director, Open Door Workforce Equity Initiative
Turner, Amanda	Director, Student Success