AGENDA ITEM II.A

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, May 24, 2023 at 5:15 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, Ms. Herzog, Mr. Holaway, and Mr. Rosenthal.

Ms. Raymond joined the meeting in progress via phone.

B. Pledge of Allegiance

C. Adoption of Agenda of the May 24, 2023 Meeting

MOTION NO. 5-24-23-1:

Mr. Rosenthal moved to adopt the agenda of the May 24, 2023, meeting. Mr. Fulgenzi seconded.

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

D. Introductions and Recognitions

1. Student Elections

Student Government Association elections were held April 12th and 14th. Shanda Byer, Interim Vice President of Student Services, introduced students elected to office. Elected students include Preston Siewert, SGA President; Isaac Barrett, SGA Vice President and Kevin Ehorn, SGA Treasurer.

II. Consent Agenda

MOTION NO. 05-24-23-2:

Dr. Davis moved to:

- approve the minutes of the regular meeting of April 26, 2023;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during April 2023, and ratify the April 30, 2023 Treasurer's Report;
- ratify out of state travel;
- approve out of state travel;
- ratify the approval of the specific stop-loss policy with a liability limit of $100,000 per insured with a higher reimbursement threshold for three individuals for FY2024 proposed by HCC at a projected annual cost of $716,964;
- approve a purchase order to ColorArt for the printing, mailing, and delivering of the Fall 2023 issue of the Forward Magazine at the total estimated cost of $64,000 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2023-14;
- approve the partnership agreement with the Academy of Lifelong Learning, the clinical site agreement with Montgomery Nursing and Rehabilitation and the educational affiliation agreement with Lincoln Prairie Behavioral Health;
- approve the annual enhancement and support services contract for the ZogoTech BI System at a total cost of $43,498.05;
- approve the contract with Ferrilli Information Group for Colleague Standard Core Foundation, Salesforce Core Support and Fractional Colleague Support services for one year at a cost of $171,000;
- approve the implementation and a three-year support contract for the TechnoPro Clockwork software in the amount of $39,690.54;
- approve the Truck Driver Training Expansion project at the Main Campus;
- approve the base bid in the amount of $289,460 Alternate Bid E-1 in the amount of $30,630, Alternate Bid E-2 I the amount of $13432, from Capital Construction Group LLC dba Egizii Electric and to establish a project contingency in the amount of $33,400 for an aggregate amount of $366,922 to complete the Main Campus Exterior Lighting Upgrade Phase 3 Project at the Main Campus;
- ratify the change orders in the amount of $17,864.58 for Senergy Electric, Inc. for the Security Camera Updates Phase 2 as presented.
- And approve the budget increase in the amount of $116,451 for the Emergency Deferred Maintenance Capital Project for Exterior Door Security Upgrades at the Main Campus.

Mr. Elmore seconded.

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

Mr. Gates voted aye, except for Agenda Item II.I.2 – Main Campus Exterior Lighting Upgrade Phase 3 – Contractor Recommendation from which he recused himself to avoid a conflict of interest.

III. Action Agenda

A. Policies - None

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

MOTION NO. 5-24-23-3:

Mr. Rosenthal moved allow Ms. Raymond to join the meeting via phone. Mr. Fulgenzi seconded.

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

1. Naming of Diesel Technologies Lab and Classroom

We celebrate the outstanding generosity of the Roland Family and support of the diesel industry. Roland Machinery Company, for more than 50 years, has provided heavy equipment customers with the machines, support, and service they need to achieve their goals.

As a third-generation family-owned company, their generous support of the communities they serve continues at Lincoln Land Community College. It is fitting that a college that has been supporting district residents for 56 years should recognize a significant gift commitment of $500,000 from a family that will impact the lives of so many people for generations to come.

Per board policy: “The Lincoln Land Community College Board of Trustees shall approve the naming of all facilities and all other naming opportunities in accordance with established procedures.”

After consultation with the Roland Family and the LLCC Foundation Executive Director, board approval is needed for naming the Diesel Technologies Lab and Classroom in honor of the Roland Family and Roland Machinery Company.

MOTION NO. 05-24-23-4:

Mr. Fulgenzi moved to name the Diesel Technologies Lab and Classroom in honor of the Roland Family and Roland Machinery Company. Mr. Holaway seconded.

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

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. Advancement Office - None
6. Executive Division
    a. Review of Agenda Master Calendar

B. President's Report

We are busy registering students for the upcoming summer and fall terms. Currently we are up 6.11% for summer and 18.8% for fall in headcount. We have started our summer schedule of being open Mondays through Thursdays until August 3rd.

The campus has been quieter since our wonderful Commencement ceremony, where we had three hundred students participate! Other ceremonies were held for nursing pinning, TRIO, and GED graduates.

Leading up to Commencement, we honored outstanding students and employees at recognition ceremonies.

The Outstanding Graduate award was presented to Trent Matthews of Mechanicsburg.

Luke Adams of Athens, Kortney Fisher of Taylorville and Austin Simmons of Springfield were honored as members of the Phi Theta Kappa (PTK) All-Illinois Academic Team.

Six LLCC Workforce Institute students competed in the SkillsUSA Illinois Championships in Peoria. We had three first-place gold winners, Dawson Bakunas of Divernon – culinary arts,

Brayden Booth of Beardstown – electrical construction wiring and Michael Kindel of Dawson – carpentry. The carpentry and electrical wiring gold winners each received $500 worth of tools and the culinary gold winner received a set of professional grade pots and pans and a cookbook. All three advanced to the national competition.

Our 2023 Distinguished Service Award winners were: Faculty – Rebecca Miller, professor of psychology; Administrator – Dr. Joel Dykstra, interim associate vice president, academic services; Classified Staff – Elaine Higgason, program assistant, accessibility services; and Professional Staff – Laurie Clemons, student success coach.

We recently announced a $500,000 grant from the Federal Aviation Administration (FAA) to support the training of future aviation mechanics. The grant aims to increase the number of individuals with airframe and powerplant credentials. Students entering the program this fall are eligible for free tools and books worth $4,800 and up to 75% of tuition paid for the first two terms of the program, with an emphasis on recruiting women and students of color.

We also announced the signing of an agreement between LLCC and Illinois Wesleyan University that will allow eligible LLCC graduates in certain majors to transfer seamlessly to Illinois Wesleyan with junior status. Students will work with their LLCC success coaches to ensure they complete the courses that align with the agreement.

The spring 2023 Arts and Communication student showcase, “identity,” is now posted on YouTube, featuring the work of students in art, communication, digital media/film, music, and world languages. The new issue of the Lincoln Land Review is posted on our website, featuring student academic writing, creative nonfiction, fiction, poetry, and artwork.

LLCC Community Education is again partnering with the Lincoln Home National Historic Site and Springfield Convention and Visitors Bureau to present “History Cooks,” a series of free cooking and baking demonstrations of dishes from President Lincoln’s time. They begin this Saturday at the downtown Farmer’s Market and will then be held on Fridays at noon at the Lincoln Home Site.

Becky Parton, dean, Academic Innovation and eLearning, has been elected to the board of directors for the Instructional Technology Council. She will represent the North Central Regional member colleges in Illinois and nine other states.

Dr. Warren has been nominated and elected to serve again on the American Association of Community Colleges board.

C. Report from Faculty Senate

Mr. Justin Cobb, Faculty Senate Secretary reported that faculty is working closely with the Director of Student Engagement to collaborate more with students, focusing on consistent communication between departments and resolving issues regarding attendance and grade reporting to multiple entities. They have completed their work on board procedure 4.8 Evaluation of Student Performance.

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

Chair Gates complimented staff for their work to make all the ceremonies in recent weeks flawless.

I. Secretary's Report

Secretary Raymond reported that she will attend the ICCTA meeting in Bloomington next month.

J. Foundation Report

Ms. Sanders reported that the annual faculty and staff giving campaign raised $50,000, the Gala cleared $110,000 and $628,000 was recently approved for scholarship support.

K. Other Board Members' Reports

Mr. Rosenthal was happy to announce the birth of his granddaughter, Rylie Grace, on Monday, May 22.

V. Strategic Discussion

The board along with administration discussed the formation of a Decennial Committee on Local Government Efficiency. This new public act requires all units of local government that may levy a tax, to convene a Decennial Committee on Local Government Efficiency to study local efficiencies and report recommendations regarding efficiencies and increased accountability to the county board.

Discussed various topics, all agreed that the focus of the project will be the cost benefits of installing solar panels at the Main Campus.

Mr. Gates made a motion to form the committee with members consisting of the board of trustees, Dr. Warren, Tim Ervin, and Bryan Gleckler. All agreed.

VI. Executive Session

MOTION NO. 05-24-23-5:

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

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

MOTION NO. 05-24-23-6:

Mr. Elmore moved to return to open session at 6:37 p.m. Dr. Davis seconded.

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

VII. Actions from Executive Session

MOTION NO. 05-24-23-7:

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

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

VIII. Adjournment

There being no further business before the Board, the meeting adjourned at 6:38 p.m.

Chairman

Secretary

AGENDA ITEM II.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Personnel Matters

DATE: May 24, 2023

We recommend the following personnel actions:

FACULTY

Approve the appointment of J. Daniel Fleming as Biology Instructor. Daniel received his Master of Science degree in Biology from the University of Central Arkansas and began coursework toward a M.D. at University of Arkansas. He is currently employed at LLCC as Laboratory Supervisor/Chemical Hygiene Officer in the Natural and Agricultural Sciences department. His employment will be effective August 15, 2023, with placement on Masters+30, Step 9 of the 2023-2024 faculty salary schedule.