

**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, April 24, 2024 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, Ms. Herzog, Mr. Holaway, and Mr. Rosenthal. Ms. Enz arrived while the meeting was in progress.

B. Pledge of Allegiance

C. Adoption of Agenda of the April 24, 2024 Meeting

MOTION NO. 04-24-24-1:

Mr. Elmore moved to adopt the agenda of the April 24, 2024, meeting and move the Strategic Discussion to after Hearing of Citizens. Mr. Fulgenzi seconded. Chairman Gates called a voice vote, all members voted aye. PASSED

D. Introductions and Recognitions

Mr. Gates asked Ms. Herzog to come forward as he read a resolution highlighting her accomplishments during her tenure as Student Trustee. He also presented her with a plaque, thanking her for her service as Student Trustee for the 2023-2024 academic year; stating they were pleased to have her on the Board of Trustees, and wished her continued success.

Student Government Association elections were held April 8th – 10th, Shanda Byer, Vice President of Student Services, introduced students elected to office. Braden Nicoll, Student Trustee, Rayna Herzog, SGA President and Alaina Herzog, SGA Secretary.

E. Seating of Student Trustee and Oath of Office

Chair Gates administered the oath of office to new student trustee, Mr. Braden Nicoll. Nicoll, a freshman, is a member of LLCC's Honors Program, Phi Theta Kappa, and Black Student Union. Currently a certified medical assistant, Nicoll plans on earning his associate of applied science degree in nursing and then continuing his education to become a pediatric nurse practitioner. He will represent students on the LLCC Board of Trustees through April of 2025.

F. Hearing of Citizens – None

II. Strategic Discussion

A. LLCC Women's Basketball Team

Chad Jones, Head Coach for Women's Basketball, introduced members of the 2023-2024 team and shared information on their successful season and accomplishments.

III. Consent Agenda

MOTION NO. 04-24-24-2:

Mr. Fulgenzi moved to:

- approve the minutes of the regular meeting of March 27, 2024;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during March 2024 and ratify the March 27, 2024 Treasurer's Report;
- ratify out of state travel;
- approve out of state travel;
- approve a purchase order to Nanalysis Corp. for a spectrometer at the total estimated cost of \$47,525 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2024-18;
- approve a purchase order to Snap-On Tools for multimeter kits at the total estimated cost of \$26,041.36;
- approved a purchase order to Advanced Technology Consultants for six VR laptops and related software at the total estimated cost of \$37,818;
- approve the clinical site agreement with Christie Clinic;
- approve the first renewal option with Arena Foods to provide vended meals at the total estimated cost of \$67,000 in accordance with the terms, conditions, and specifications of Request for Proposal #FY2022-03;
- approve the annual enhancement and support services contract for the Zogotech BI System at a total cost of \$44,326.58;
- approve the base bid in the amount of \$491,770 from Henson Robinson Company and to establish a project contingency in the amount of \$49,177 for an aggregate amount of \$540,947 to complete the Mechanical Upgrades Project at LLCC's Main Campus;
- and approve the base bid in the amount of \$1,623,600 Alternate Bid G1 in the amount of \$178,000, Alternate Bid G2 in the amount of \$82,400, Alternate Bid G3 in the amount of \$36,850, Alternate Bid G4 in the amount of \$72,500, and Alternate Bid G5 in the amount of \$85,000 from CAD Construction Inc. and to establish a project contingency in the amount of \$312,000 for an aggregate amount of \$2,390,350 to complete the Construction Training Lab Project at LLCC's Main Campus.

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

IV. Action Agenda

A. *Policies* - None

B. *Academic Services Division Items* - None

C. *Student Services Division Items* – None

D. Administrative Services Division Items

1. Health Insurance Rates for FY 2025

In March, the insurance committee reviewed claims for the current plan year and the forecasted costs for FY2025 health insurance as determined by the College's insurance consultant, Cottingham & Butler. Overall, the current plan year claims are significantly higher than expected. There are 17 large claimants, six of which have claims exceeding the stop loss insurance deductible. Three of the large claimants were lasered by the stop loss insurance carrier and have higher individual stop loss deductibles than the standard \$100,000, two of which have exceeded their individual stop loss deductible. Overall, the 17 large claimants make up 43% of all claims paid to date. Based on claims utilization, the consultants recommended a 10% increase to premiums if there were no changes to the plans. However, the consultants reviewed other networks, and after analysis, discovered that the Cigna network would have provided close to \$1,000,000 in savings if we used their network of providers. They reviewed our current utilization and found that the disruption of changing networks would be negligible and almost all current providers used would continue to be in-network under Cigna. Based on this analysis, we were advised that if we decided to change networks, the savings would allow us to keep rates flat moving into the new plan year. After considering all the information that was available, the voting members of the committee came to consensus on a recommendation. Based on the provided information and the committee and consultant's feedback, the following is being recommended:

- Continue to offer the High Deductible Plan accompanied by a Health Savings Account conforming to IRS qualifying regulations and changing from the HealthLink network to Cigna network. In accordance with IRS requirements for a qualified high deductible plan with an embedded deductible family plan, the individual deductible for dependent coverage tiers will increase to \$3,200 while keeping the overall family deductible amount unchanged at \$5,500. For those opting for employee only coverage, the individual deductible will remain at \$3,000.
- Continue to offer the Open Access Plan and changing from the HealthLink network to Cigna network. This plan will change from a three tier (2 in-network, 1 out-of-network) format to a two tier (1 in-network, 1 out-of-network) format by eliminating the middle tier. Co-insurance and deductibles for the remaining tiers will remain unchanged.

The following are recommendations of administration and the insurance consultant:

- Maintain the Board contribution toward health insurance of 95% of employee only premium and 75% of premiums for dependent coverage tiers.
- Maintain the current plan rates for the Open Access Plan going into plan year 2025.
- Maintain the current plan rates for the High Deductible Plan going into plan year 2025.
- Set the annual Board contribution to an employee's Health Savings Account for those electing the High Deductible Plan at \$3,000.

- Establish the monthly Board contribution toward dental insurance equal to the premium set for employee only coverage. This premium will remain the same as plan year 2024.

The projected health insurance premiums are expected to generate sufficient revenue to pay expected claims, stop loss insurance and third-party administrative fees as determined by Cottingham & Butler given past claims experience, including the current year and previous two plan years, and current healthcare inflation of 6-8%.

Mr. Gleckler, Vice President, Administrative Services provided a brief update on our stop loss insurance policy that will expire in June. We will be offered a discounted rate if the policy is renewed early. He explained the benefits of renewing early and asked the board to authorize the renewal. It will be presented for ratification at the May board meeting.

MOTION NO. 04-24-24-3:

Trustee Davis moved to approve the insurance recommendations and to authorize administration to renew the stop-loss policy. Seconded by Trustee Enz. Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Mr. Nicoll (advisory), Mr. Holaway, Ms. Enz, and Mr. Rosenthal. PASSED

E. Information Technology Items - None

F. Executive Division Items - None

V. 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. Quarterly Budget Transfer Report

The transfer report reflects transfers at the end of the third quarter of this fiscal year.

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

- d. Monthly Financial Report

e. Budget Increase for Capital Renewal Project for Renovate and Expand Student Services

In early March, the College, and the Capital Development Board (CDB) discussed the need for additional funds to complete the Renovate and Expand Student Services project. We were concerned that the amount of contingency remaining was insufficient and inquired as to next steps. The CDB suggested transferring state funds from the Generator South Side Main Campus project (Generator) to the Renovate and Expand Student Services project. The Generator project is substantially complete, all change orders have been approved, and approximately \$170,000 in budget is unexpended. The Generator project budget was reduced from \$800,000 to \$700,000. No action is needed by LLCC, these funds are already allocated for LLCC projects, and the CDB is authorized to transfer state funds between projects. The CDB transferred \$100,000 from the Generator South Side Main Campus project to the Renovate and Expand Student Services project on March 20, 2024.

4. Information Technology – None

5. Advancement Office – None

6. Executive Division

a. Review of Agenda Master Calendar

Next month will be the third and final meeting of the Decennial Committee.

B. President's Report

The latest issue of the FORWARD Magazine was published earlier this month. There are articles about how we are customizing education for local businesses, how students conducted experiments to grow plants on Mars, how our Career Center is preparing students for a successful future, supporting the transition to college, getting a start, and advancing in health care, women choosing workforce careers and the value of transfer degrees.

Maxime Kassa was named the Outstanding Adult Learner of the Year at the Illinois Adult and Continuing Educators Association Conference. The award recognizes a student who, through learning, has improved their life situation, has demonstrated leadership, has overcome difficult circumstances, and has been supportive of others engaged in adult learning. After coming to LLCC to strengthen his English skills, Maxime completed his construction occupations certificate and will graduate this May with an associate degree in applied science in construction occupations.

Ron Riggle, our athletics director, and head baseball coach was recently recognized by the NJCAA with their Loyalty Award at the convention in Charlotte, North Carolina. The award recognizes leadership in an athletic program exemplifying excellence both on the field and in the classroom. Ron has served as our athletics director since 1997 and has adhered to the principle that our student athletes are first students, and then athletes – supporting students academically and athletically. Also, Ron Riggle Day is coming up on Friday, May 3rd. We will be honoring Ron for his 34 years of coaching Loggers baseball and retiring the

number that he had while an athlete here at LLCC. This will take place before the 3 p.m. game vs. the Danville Jaguars that day.

The American Association of Community Colleges met in Louisville on April 7th. Olivia Marchizza was recognized at the PTK President's Breakfast as a Coca-Cola New Century Transfer Pathway scholar. Kirk Yenerall, professor of mathematics, was recognized as 2024 Dale P. Parnell Distinguished Faculty honoree.

Last week, was the CASE District V & VI Conference in Chicago. Karen Sanders, Nancy Sweet and Dr. Charlotte Warren presented "Partnerships, Participation and Practical Solutions to Engage Your Employers."

Local winners of Paul Simon Essay Contest have been announced: First place went to Miranda Sanders, whose essay has been forwarded to the statewide contest for a chance at a \$500 scholarship. Second place went to Kelly Meyer and third to Haleigh Sanders.

Students in our LLCC Radiographer Association brought home awards from the 89th annual Illinois State Society of Radiologic Technologists Conference – including a third-place electronic poster award and a \$500 scholarship for one of our students.

Three career fairs were held this month on campus. On April 11th, LLCC's nursing program offered students opportunities to connect with 15 leading health care providers and explore diverse pathways within the nursing profession. The Workforce Institute Career Fair was held the same day with 62 employers. The Info Tech Expo was held April 12 and provided the opportunity for 16 employers to showcase advancements in technology and computer science and to connect students with careers in the IT industry. We will also be hosting a State of Illinois Career Fair for our students on May 1st.

We hosted a Solar Eclipse Watch Party on April 8th. Professor of Geology Samantha Reif was in southern Illinois and livestreamed on Facebook every half hour starting at 12:30 that day to show what the sun and surrounding environment was looking like and provided information on the astronomical event. On campus, these livestreams were played in A. Lincoln Commons, the library gave away solar eclipse glasses, there were exhibits from the Illinois Department of Natural Resources, State Museum and Environmental Protection Agency as well as the Abraham Lincoln Presidential Library and Museum. There was a DJ; there were snacks. We had a great turnout of students and community members learning about and experiencing this rare event. Our mascot, Linc, even had a pair of solar eclipse glasses created by one of our 3-D Art and Design classes.

LLCC Mathematics and Computer Science, Natural and Agricultural Sciences, and Workforce Institute represented the college at the seventh annual Central Illinois STEM Fair in Rochester on April 10th. We promoted STEM education using robots, chemistry experiments, flying drones, microscope demonstrations, live Venus fly traps, geology trivia, interactive GIS displays and many other activities.

The 26th annual LLCC Livestock Judging Contest was held April 11th at the Christian County Fairgrounds in Taylorville. Over 800 FFA and 40H members from Illinois and Indiana participated.

National Library Week was held April 8th-12th. As part of a week of activities, our library hosted their annual Edible “Book” Festival. Participants created food items (homemade or store-bought) inspired by books/stories, a book title, a scene from a book/story or a pun on a book title.

BSU Fest 2024 was held last week. More than 60 students from D186 attended the event, in which they heard from a panel of LLCC students and staff, attended workshops, participated in a hands-on activity in the Nursing Center and enjoyed lunch and games. BSU also hosted a Masquerade Ball earlier this month – featuring a dinner, dancing, and a 360-photo booth. Faculty and staff donated \$250 in tickets to allow students who couldn’t afford a dance ticket to attend the event.

Our Auto Tech students recently visited Trinity Dodge in Taylorville to learn about career paths for techs as well as dealer operations, parts, and service. These students, along with our Aviation students, also visited SIUE to learn about transfer options to earn bachelor’s degrees in these fields.

Neurodiagnostic Technology students showcased poster displays in A. Lincoln Commons to promote neurodiagnostic awareness.

As part of a Campus Climate initiative, two open houses were held this spring – Athletics on March 28th and the Library on April 10th. These events provided opportunities for faculty and staff to learn more about their colleagues’ work and the services they provide.

The LLCC Police Department and the EMS program recently added “Stop the Bleed” (STB) medical kits to all the AED locations across the main campus and the Outreach Centers. These kits are part of the process to make the college environment a safer one for all who are part of the LLCC community. Training dates will be coming in the near future.

The LLCC Testing Center is collaborating with Pearson Vue to offer a wide range of certification and licensure exams, including those for CompTIA and Microsoft certifications.

All employees are participating in cybersecurity training this month. The training in this spring campaign will focus on secure use of ChatGPT, updates and patches, automatic updates, data loss prevention, data destruction and using public Wi-Fi.

More than 150 faculty and staff contributed \$57,000 to this year’s LEAGUE Campaign to help raise money in support of our students and programs.

The Honors Program held a “Pie a Professor” event to raise funds this month. Nearly 20 professors participated in this fun and successful event, raising \$1,044.

And various awareness and educational events were held in April for:

Community College Month

Autism Awareness Month (sharing articles, videos, and other learning opportunities)

Sexual Assault Awareness Month (you may have noticed teal ribbons placed around campus)

Occupational Therapy Month – Our OTA students will be offering ergonomic workstation assessments tomorrow.

C. Report from Faculty Senate

Mr. Jason Cobb, Faculty Senate Secretary, reported that the senate has held elections to fill various vacancies on teams and committees. They are also working on a response to the 2022 PACE survey data.

D. Report from Faculty Association

Mark Roers, Faculty Association President, addressed concerns regarding HB 5020 that amends the Dual Credit Quality Act. It makes changes concerning high school and community college partnership agreements. A framework to be developed by ICCB and IBHE will establish criteria for evaluating instructors on their academic credentials, or equivalent experience, or some combination of these. The board discussed their concerns as well.

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. Enz recently attended the ICCTA meetings in Kankakee, where trustees attended a seminar regarding Artificial Intelligence. Also, trustees will meet again in June in Lombard for the annual awards banquet.

J. Foundation Report

Ms. Sanders announced that they are attending numerous scholarship ceremonies throughout the district. The annual Gala will take place this weekend and the event is sold out.

K. Other Board Members' Reports

Trustee Rosenthal provided more information on HB 5020 regarding Dual Credit.

Ms. Herzog reported that the SGA attended Advocacy Day on April 18 at the state capital. They met with Rep. Doris Turner and other staff members, they toured the capitol and met with other SGA students.

VI. Executive Session

MOTION NO. 04-24-24-4:

Dr. Davis moved to hold an executive session for the purposes of discussing personnel matters, and pending/imminent legal matters. Mr. Fulgenzi seconded. Chairman Gates called a voice vote, all members voted aye. PASSED

MOTION NO. 04-24-24-5:

Trustee Elmore moved to return to open session at 7:35 p.m. Trustee Davis seconded. All members voted aye. PASSED

VII. Actions from Executive Session

MOTION NO. 04-24-24-6:

Trustee Davis moved to approve the personnel items, seconded by Trustee Enz. Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Mr. Nicoll (advisory), Mr. Holaway, Ms. Enz, and Mr. Rosenthal. PASSED

VIII. Adjournment

There being no further business before the Board, the meeting adjourned at 7:36 p.m.

Chairman Gates

Secretary Enz

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Personnel Matters

DATE: April 24, 2024

We recommend the following personnel actions:

FACULTY

- A. Approve the appointment of Rashida Kadian as Accounting Instructor. Rashida received a Master of Arts degree in Accountancy from the University of Illinois at Springfield and is a Certified Public Accountant. Rashida has 28 years of higher education teaching experience, most recently at Blackburn College. Rashida's employment will be effective August 13, 2024 with placement on Masters+15, Step 12 of the 2024-2025 faculty salary schedule.
- B. Approve the appointment of Kristin King as Respiratory Care Instructor. Kristin will receive a Master of Health Science in Respiratory Therapy in May of 2024 from the University of Missouri at Columbia. Kristin has worked in respiratory therapy since 2013 and is a current adjunct faculty member at LLCC. Kristin's employment will be effective August 13, 2024 with placement on Masters, Step 9 of the 2024-2025 faculty salary schedule.
- C. Approve the appointment of Dr. Matthew Wiediger as Psychology Instructor. Matthew received a Doctor of Philosophy in Experimental Psychology from Washington State University. Matthew has over 15 years of full-time higher education teaching experience, most recently at Richland Community College. Matthew's employment will be effective August 13, 2024 with placement on Doctorate, Step 12 of the 2024-2025 faculty salary schedule.
- D. Approve the appointment of Kelly Clark as Basic Nurse Assistant Instructor. Kelly received a Master of Science in Nursing from Western Governor's University in Salt Lake City, UT. Kelly has 13 years of experience in nursing and is a current adjunct faculty at LLCC. Kelly's employment will be effective August 13, 2024 with placement on Masters, Step 11 of the 2024-2025 faculty salary schedule.
- E. Approve the appointment of Tayler Brizendine as Basic Nurse Assistant Instructor, pending successful completion of a criminal background check and drug screen. Tayler received a Bachelor of Science in Nursing from Southern Illinois University at Edwardsville. Tayler has six years of experience working as a CNA, LPN, and RN in a nursing home setting. Tayler's employment will be effective August 13, 2024 with placement on Bachelors, Step 6 of the 2024-2025 faculty salary schedule.

F. Approve the appointment of Brooke Greenwood as Nursing Instructor. Brooke received a Master of Science in Nursing from Southern Illinois University at Edwardsville. Brooke has 9 years of nursing experience, most recently as a Nursing Skills Lab Professional at LLCC. Brooke’s employment will be effective August 13, 2024 with placement on Masters, Step 9 of the 2024-2025 faculty salary schedule.

ADMINISTRATOR

A. Retirement

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Ron Riggle	Director, Athletics/Baseball Coach	08/31/2024

B. Approve the appointment of Nichole Wilson Smith as Program Director, Surgical Technology. Nichole has worked in surgical technology for nine years and is a graduate of our program. Nichole has also worked for LLCC since 2016 as a clinical site assistant for the program. Nichole’s employment will be effective May 13, 2024 with placement in salary grade K.