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 22, 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. Gates, Mr. Holaway and Mr. Nicoll. Ms. Enz, Mr. Fulgenzi, and Mr. Rosenthal were absent.

B. Pledge of Allegiance

C. Adoption of Agenda of the May 22, 2024 Meeting

MOTION NO. 05-22-24-1:

Mr. Elmore moved to adopt the agenda of the May 22, 2024, meeting. Dr. Davis. seconded.

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

D. Introductions and Recognitions - None

E. Hearing of Citizens – None

II. Consent Agenda

MOTION NO. 05-22-24-2:

Mr. Elmore moved to:

- approve the minutes of the regular meeting of April 24, 2024;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during April 2024 and ratify the April 30, 2024 Treasurer's Report;
- approve out of state travel;
- ratify the specific stop-loss policy with a liability limit of $110,000 per insured with a higher reimbursement threshold for one individual for FY2025 proposed by HCC at a projected annual cost of $933,319;
- approve the agreement with the Academy of Lifelong Learning, and the Intergovernmental Agreement with the State of Illinois;
- approve the expenditure of $55,954.15 to Johnson Controls/Simplex for fire alarm system monitoring and servicing;
- approve a three-year contract with LinkedIn Learning to provide professional development resources to employees in the amount of $41,400;
- ratify the grant application for the Taking Back the Trades Grant in the amount of $389,640, the grant application for the Distance Learning Grant in the amount of $488,358, and the grant application for Adult Basic Education in the amount of $1,262,388;
- approve the Litchfield Science Lab Renovation project at the Litchfield Campus;
- accept the proposal from John Shafer & Associates, Inc. in the amount of $82,750 to provide design services for the Litchfield Science Lab Renovation project;
- approve the base bid in the amount of $130,000, alternate bid #1 in the amount of $10,000 from Kirwan Environmental Management, Inc. and to establish a project contingency in the amount of $14,000, for an aggregate amount of $154,000 to complete abatement for the Construction Training Lab Project at LLCC's Main Campus;
- and accept the proposal from Martin Engineering Company in the amount of $86,095 to provide design and survey stakeout services for the Truck Driver Training Expansion Project;

Mr. Holaway seconded.

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

III. Action Agenda

A. Policies

1. New Board Policy 1.29 – Community Standards of Conduct

The following is a new Board Policy 1.29 – Community Standards of Conduct

Lincoln Land Community College is committed to creating a workplace culture where members of the college community share a commitment to a working and learning environment conducive to collegiality, open inquiry, and the pursuit of knowledge. LLCC strives for members of the campus community to achieve positive performance outcomes and maintain personal health and safety. Harassing, uncivil and/or bullying behaviors conflict with LLCC's mission, vision and values and may result in a disruption to student learning, employee turnover, low productivity, reduced morale, diminished collaboration, and physiological impacts that negatively affect an individual's physical and mental health. This policy is intended to establish community standards for personal conduct to ensure a working and learning environment free from harassing and/or bullying behaviors and a mechanism for addressing behavior that violates college policy.

This was presented for a first reading. No action was required. With Board concurrence, we will return this policy for action at the regularly scheduled June 2024 meeting of the Board.

2. Revision to Board Policy 1.28 – Expressive Activity on Campus

The following is a proposed revision to Board Policy 1.28 – Expressive Activity on Campus:

The compact nature of our Lincoln Land Community College campuses necessitates sound control when classes are in session. This proposed addition to Board Policy 1.28 (1) protects academic programs and the conduct of other College business from the intrusion of sound created outside College buildings, and (2) provides the opportunity for the appropriate use of amplification for activities in outdoor areas of the campus for college sponsored activities.

The proposed addition to Board Policy 1.28 reads as follows:

"With the exception of college sponsored events, amplification devices are not allowed in outdoor areas of the campus when classes are in session."

This was presented for a first reading. No action was required. With Board concurrence, we will return this policy for action at the regularly scheduled June 2024 meeting of the Board.

B. Academic Services Division Items - None

C. Student Services Division Items – None

D. Administrative Services Division Items

1. Beardstown Lease

Our lease with Pine Bluff Corporation for the Lincoln Land Community College – Beardstown site expires on June 30, 2024. Mr. Kevin Massie, owner of the building, is willing to continue the lease with modifications that more appropriately fit the need of the College at this location. Highlights of the agreement are as follows:

- A five-year lease agreement commencing July 1, 2024 and ending June 30, 2029 with the option of one, three-year extension.
- A reduction in useable space dedicated to LLCC-Beardstown from 8,400 square feet to 4,600 square feet.

- An initial sixty-month lease cost of $36,800 based on 4,600 sq. ft. @ $8.00 per sq. ft.
- LLCC is responsible for the cost of utilities, telecommunications, and custodial services prorated based on the space occupied by LLCC.

MOTION NO. 05-22-24-3:

Trustee Holaway moved to approve the lease agreement with Pine Bluff Corporation for 4,600 sq. ft. at Lot 2 in Evergreen Industrial Park, Beardstown, IL. Seconded by Trustee Davis.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Gates, Mr. Nicoll (advisory), and Mr. Holaway. 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
4. Information Technology – None
5. Advancement Office – None
6. Executive Division
    a. Review of Agenda Master Calendar

B. President's Report

We have just wrapped up a time of celebration and recognition of our students and their achievements.

Commencement was this past Friday. It was a great evening. We had a little over 400 graduates who signed up to participate this year.

There have been several health professions program pinning ceremonies – including nursing with 68 students, the largest class to be pinned in the history of the program.

Thirty-four TRIO graduates were honored May 10th at the TRIO Graduation Ceremony.

Our Adult Education Recognition Ceremony was held May 9th and recognized students for various achievements, including completing their high school diploma, English language learning, and completion of Bridge and ICAPS courses.

And the Student Recognition Ceremony was held May 8th. LLCC students were recognized with academic, leadership and special awards, including Alexa Maher, who was named our 2024 Outstanding Graduate.

Our Phi Theta Kappa chapter has been named one of the Top 100 Chapters, placing it in the top 8% of all PTK chapters internationally. Dr. Gillian Bauer was awarded a Paragon Award for New Advisors, which recognizes significant contributions to chapter and individual member growth. I was honored, along with Dr. Bauer, to attend the banquet where LLCC students Amelia Horn, Farren Ackerman and Olivia Marchizza were named members of the PTK All-Illinois Academic Team.

Two LLCC students, Sean McCarthy, and Quinten Palmer won state geography awards at the Illinois Geographical Society's annual banquet. Sean received the Charles Womack Award for excelling in both academic and extracurricular activities in the geography program. Quinten received the Outstanding Community College Two-Year Student Geography Award for excelling in geography classes.

Kim Hagemann, LLCC biology student, was selected to participate in an in-depth research immersion program in Urbana this summer. Microbial Interactions Create Research Opportunities for Community College Students is a 10-week program that includes a Research Orientation Bootcamp and professional development activities along with the research opportunities.

The 2024 Juried Student Art Show was on display through May 10th in the Trutter Museum/Murray Gallery. Awards were given for various types of art (3D, drawing, painting, photography, digital). In addition, Erin Peterson received the capstone award, and Ellie Lieber received Best of Show.

Faculty and staff were recognized at the Employee Recognition Ceremony on May 16th. The event honored this year's Distinguished Serve Award winners, employees with service anniversaries and retirees. Distinguished Service Awards were presented to Brenda Loschen (classified staff), Raven Hinton (adjunct faculty), Bill Harmon (faculty), Samuel Penning (professional staff) and Chief Chris Russell (administrator).

Our staff, as well as students, have been dealing with FAFSA delays, which is important to mention. The majority of our students receive some sort of aid to go to school. FAFSA is the lynchpin for many of them because it is the door to federal aid. It's the door for MAP grants,

it is the door for scholarships, it's the door for many things that allow them to go to school. We are seeing that FAFSA delays are resulting in some students delaying decisions to go to college. We have been getting communications out about the importance of completing the FAFSA. Our Financial Aid office is working overtime and very creatively to provide assistance to current and future students. They have problem solved issues that even our software vendor could not resolve and have worked diligently to get award notices to our students earlier than most colleges in the state.

Enrollment for the summer session is up a little over 7% from last year. For fall so far, it is up over 3%. We are down almost 1500 in FASFA completions compared to this time last year. The AACC board had a meeting with the Department of Education last week. Their response was – it will be fine by fall. We know that when many of our students have a bad experience, they just do not go to school. Additionally, students whose parents have a family farm will be penalized as that asset will be added to their calculations. When I asked about that they said talk to your legislators – they made that decision. They have not been able to answer how the award amounts will be affected. Once we can determine that, we will need to have some discussions in DC.

Other recent events have included:
Hosting the annual CNA Instructor Conference. Over 200 CNA instructors attended from across the state.

LLCC-Litchfield welcomed nearly 300 high school juniors for their Montgomery County Career Day event. Students heard from community members about jobs in Montgomery County and surrounding areas.

Also, we met with high school superintendents and counselors in Litchfield to share any new information we had and to listen to any of their concerns. We also recognized Drs. Furstenau and Lett for their work as they move to retirement.

Ron Riggle Day was held on May 3rd. We honored Ron for his 34 years of coaching Loggers baseball. There was a great turnout. Thanks to Trustees Gates and Rosenthal for participating.

Finals Fair – provided students resources for final exam preparation. There were various exhibits including the writing center, peer tutoring, mental wellness and more.
De-Stress for Success was held during finals week with various activities, including games, puzzles, as well as snacks.

The LLCC Choir performed May 3rd and the LLCC Jazz Band Concert was held May 6th.
The LLCC Kickball Tournament was held on May 10th. The LLCC women's softball team won the tournament.

And LLCC Community Education is again partnering with the Lincoln Home National Historic Site and Springfield Convention and Visitors Bureau this summer to present "History Cooks," a series of free cooking and baking demonstrations of dishes based on iconic Springfield restaurants and foods. You can catch programs on Fridays at noon at the Lincoln Home National Historic Site. The next one is June 7th, featuring Chef David Radwine and the "Sangamo Club."

Bryan Glecker and Dr. Warren joined the Chamber and the Springfield Sangamon Growth Alliance in washington DC to lobby for funding. Bryan is now on the Chamber Board, and Dr. Warren is on the SSGA Board and Executive Committee. Dr. Warren has also been appointed to the AACC Executive Committee as they look to do some strategic planning for the organization and determine its direction for the future.

C. Report from Faculty Senate

Senate President Jenny O'Malley delivered the faculty's feedback on the PACE survey findings and highlighted the Faculty Senate's achievements throughout the past year.

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

Ms. Sanders reported that the annual Gala saw an impressive turnout of over 250 attendees and has already raised $90,000. Additionally, the faculty and staff LEAGUE campaign managed to raise $56,000. Ms. Sanders and her team have been actively participating in various scholarship events across district high schools. Notably, the Emergency Assistance Fund has now reached $105,000, providing crucial support to students facing crises.

K. Other Board Members' Reports

Dr. Davis conveyed that she received numerous requests to announce the specific degrees or certificates students are receiving at the commencement ceremony. However, Dr. Warren clarified that given the large number of students and the variety of certificates and degrees, accommodating this would significantly prolong the ceremony. Additionally, Dr. Davis mentioned another request from a faculty member to permit faculty to exit the ceremony before students.

Mr. Nicoll shared that representatives from PTK (Phi Theta Kappa) recently participated in the international convention held in Orlando. Additionally, they organized a campus picnic for both members and officers to foster community and engagement.

V. Executive Session

MOTION NO. 05-22-24-4:

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

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

MOTION NO. 05-22-24-5:

Trustee Davis moved to return to open session at 6:24 p.m. Trustee Holaway seconded.

All members voted aye. PASSED

VI. Actions from Executive Session

MOTION NO. 05-22-24-6:

Trustee Davis moved to approve the personnel items, seconded by Trustee Holaway.

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

VII. Strategic Discussion

VIII. Adjournment

There being no further business before the Board, the meeting adjourned at 6:25 p.m.

_____
Chairman Gates

_____
Secretary Enz

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Personnel Matters

DATE: May 22, 2024

We recommend the following personnel actions:

FACULTY
Approve the appointment of Dillon Cuthbert as Diesel Technologies Instructor. Dillon will complete a Bachelor of Applied Science degree in Diesel and Heavy Equipment from Pittsburg State University this summer and received an Associate of Applied Science degree in Diesel Technology from Illinois Central College. Dillon has been working as a diesel technician since 2021. Dillon's employment will be effective August 13, 2024 with placement on Bachelors, Step 3 of the 2024-2025 faculty salary schedule. Resume is attached.

ADMINISTRATOR
Leslie Johnson, Asst. Vice President, Student Success resignation effective 08/31/2024.

Proposed Termination
A recommendation for the termination of Andre Taylor, effective May 17, 2024, is being presented to the Board of Trustees.