

**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, June 26, 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, Ms. Enz, Mr. Fulgenzi, Mr. Gates, Mr. Holaway, Mr. Nicoll, and Mr. Rosenthal. Mr. Fulgenzi joined the meeting in progress.

B. Pledge of Allegiance

C. Adoption of Agenda of the June 26, 2024 Meeting

MOTION NO. 06-26-24-1:

Mr. Elmore moved to adopt the agenda of the June 26, 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. 06-26-24-2:

Dr. Davis moved to:

- approve the minutes of the regular meeting of May 22, 2024;
- approve the minutes of the May 22, 2024 Decennial Committee Meeting on Local Government Efficiencies;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during May 2024 and ratify the May 31, 2024 Treasurer's Report;
- approve out of state travel;
- approve the establishment of blanket purchase orders for the purchase of textbooks, supplies, and shipping from the listed vendors;
- approve the FY25 Professional Service Contract for Eric Grenzebach – Brown, Hay, and Stephens Legal Services, not to exceed \$175,000;
- approve the lease of 50 Multifunction Printers (MFPs) for 12 months from Watts Copy Systems at a total cost of \$56,047.20;
- approve the contract with Ferrilli Information Group for Colleague Standard Core Foundation Support and Fractional Colleague Support services for one year for \$148,200;
- approve the establishment of blanket purchase orders for the purchase of telecommunication services from AT&T in the total amount of \$73,500 and
- approve a 36-month subscription and support services contract for 34 Barracuda firewalls at a total cost of \$58,660.93

Mr. Holaway seconded.

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

MOTION NO. 06-26-24-3:

Trustee Davis moved to approve new Board Policy 1.29 – Community Standards of Conduct. Seconded by Trustee Enz.

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

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.”

MOTION NO. 06-26-24-4:

Trustee Rosenthal moved to approve the revision to Board Policy 1.28- Expressive Activity on Campus. Seconded by Trustee Davis.

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

3. Revision to Board Policy 7.4 – Hazardous Materials & Chemical Hygiene

The following is a proposed revision to Board Policy 7.4 – Hazardous Materials & Chemical Hygiene. The College’s Chemical Hygiene Officer has reviewed this board policy and has recommended these changes to strengthen the protocols that govern the handling of hazardous materials and chemicals.

Policy Statement:

All hazardous ~~materials and toxic~~ chemicals utilized on campus shall be stored and disposed of properly.

A training program shall be established for all employees who may come in contact with hazardous materials.

Formal plans for exposure control and chemical hygiene shall be developed which include minimally:

- *safety procedures for work areas, classrooms, and laboratories*
- *identification of responsibilities of **the college**, employees, and students*
- *identification of hazards*
- *procedures to follow in the event of ~~accident~~ **accidental release or exposure** and:*
- *annual training programs*

These changes are 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 July 2024 meeting of the Board.

B. Academic Services Division Items - None

C. Student Services Division Items – None

D. Administrative Services Division Items

1. FY25 Deferred Maintenance Budget Request

Each year colleges are permitted to submit funding requests to the State of IL for Deferred Maintenance Grants. Deferred Maintenance Grants are State grants allocated proportionally to a community college district based on the latest on-campus nonresidential gross square feet of facilities as reported to ICCB. These grants are to be used for capital improvements such as rehabilitation and repair; architect/engineer services; supplies, fixed equipment, and materials; and all other expenses required to complete the work.

If approved, state funding provides for 75% of the funding needed for the project. The 75% funding comes in the form of Capital Development Bonds authorized by the General Assembly; hence the projects are administered by the Capital Development Board on the college’s behalf. This year, the requests are due by June 30th.

The projects recommended for consideration by the Board to be submitted for state funding are as follows (in priority order):

1. **FIRE ALARM SYSTEM UPGRADES**

Project will consist of replacing the existing fire alarm system on all campuses with a new addressable and code compliant system. The system should allow for monitoring by local authorities and include voice and mass notification capabilities. Fire Alarm network and voice communications would provide voice message for tornado/severe weather, emergency condition, active shooter, etc. This project was approved at the January 2023 Board meeting, with a total budget of \$5,483,020 pending release of State funding. The state has not funded this project as of June 1, 2024. Therefore, the project is included in FY25 request with an updated total cost estimate.

Total Cost Estimate	State Share (75%)	LLCC Share (25%)
\$6,700,000	\$5,025,000	\$1,675,000

2. **PARKING LOT IMPROVEMENTS**

Project will consist of milling, resurfacing, sealing, striping, and drainage repairs of parking lots; widening and oil & chipping rock roads to improve access to athletic

fields and academic learning areas (Ag/Bio lot, Lineman); and repairing and replacing concrete drives and sidewalks at the Main Campus. Also included is the installation of new sidewalks at the Main Campus to provide safe pathways for students and staff going east and west on Millennium Drive. Repairing miscellaneous concrete areas at the Truck Driver Training Lot, Millennium Center, etc.

Total Cost Estimate	State Share (75%)	LLCC Share (25%)
\$3,700,000	\$2,775,000	\$925,000

3. ROOF REPLACEMENT AND WATER INFILTRATION

Project will consist of removing and replacing the roofs on 7 buildings on the Main Campus, tuckpointing at Workforce and door replacement at the Trutter Center. We have prioritized roofs that have active leaks or roofs whose warranties have expired or will expire in the next 5-7 years.

Total Cost Estimate	State Share (75%)	LLCC Share (25%)
\$5,000,000	\$3,750,000	\$1,250,000

MOTION NO. 06-26-24-5:

Trustee Fulgenzi moved to authorize the request for state funding for fiscal year 2025 of the projects defined herein. Seconded by Trustee Davis.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Ms. Enz, Mr. Fulgenzi, Mr. Gates, Mr. Holaway, Mr. Nicoll (advisory) and Mr. Rosenthal.
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 hosted the Phi Theta Kappa Regional Convention from May 31st through June 2nd. We enjoyed welcoming PTK students from across the state to share ideas, forge connections and recognize their student leaders.

Summer session began June 3rd. We greeted and assisted students during Welcome Week to help them get a great start to their summer classes. Enrollment was up this summer about 5 ¼%. We are still struggling with the Department of Ed and FAFSA for fall. We have a call set for June 30 to tell us how corrections can be made to assist students. This currently affects 500 students.

Dr. Warren attended the ICCTA annual convention on June 7th where LLCC alum Brice Huddleston, retired Colonel, U.S. Air Force, received the statewide Distinguished Alumnus Award. Samantha Enz received a Trustee Education Award and Matt Shaver, LLCC professor of integrated media design, was also recognized as a nominee for the Outstanding Full-Time Faculty Member Award.

The 2024 Dick Dhabalt Athletes of the Year have been named – Grant Pohlman, who served as catcher for the Loggers baseball team, and Marley Smith, forward on our women's basketball team. In athletics, we have also recently named a new head baseball coach to succeed Ron Riggle — Steve Torricelli. He has been an assistant coach here at LLCC for nine years, and previously served as head coach at Springfield College in Illinois and Benedictine University at Springfield.

Ag Professor Bill Harmon has received the Golden Owl award from the Illinois Association of Vocational Agriculture Instructors. The award recognizes ag educators who devote countless hours to positively impact the lives of their students. This was the first year the award included a category for which community college and university instructors were eligible.

This year, students participating in the LLCC Ag Industry Tour went to Oregon. They toured a variety of farming operations including a shellfish hatchery, creamery, peony farm, organic farm, and orchard. They also visited Oregon State University dairy and beef farms and the university's McDonald Research Forest.

The Hospitality Management and Culinary Arts program sponsored a trip to Italy. There were 17 participants – including students and community members – who traveled to the Food Valley of Italy to learn about the Italian language, culture, culinary heritage, and traditions of Italy.

Our new ambulance training unit for the Emergency Medical Services program will be around campus. It will be used for training and recruitment purposes and has an exterior wrap promoting the college and EMS program.

We also have new billboard and bus ads around Springfield. They continue the “Start Here” message — promoting that LLCC as THE place to start a college degree, get training for health care and workforce careers, or add new skills.

We held a summer Open House on June 18th and welcomed 42 prospective students and dozens of their family members who toured campus, spoke with faculty and staff, learned about programs and services, and enjoyed an outdoor cookout. Reg Prep events were also held before schools dismissed for the summer. Area high school seniors who will be attending LLCC came to campus to learn more about the college, available services and meet with student success coaches. We hosted more than 200 students from 14 area high schools.

The college celebrated Juneteenth with 95 participants taking part in a 1.25-mile Freedom Walk on campus. We also hosted film showings of “The Text Factor: The Journey of Opal Lee” (the grandmother of Juneteenth).

This year’s two-week Healthcare Entry-Level Professional Skills (HELPrS) program wrapped up on June 20th. Eight high school students had the opportunity to explore various health professions; were provided an overview of college support services, health professions program information sessions and activities; and participated in job shadowing experiences at local health care facilities.

Those interested in working here at the college can now sign up for LLCC Job Alerts. Our HR office has added this feature to the job search portal so that job seekers who sign up receive email notifications when positions open up in areas in which they have indicated an interest.

Sloan Implement Company donated a John Deere tractor, valued at \$175,000, to LLCC Diesel Technologies. The tractor was used this year to instruct students about electronics, air conditioning and fuel emission systems. It will be rotated out this summer for another one.

LLCC Continuing, Corporate and Professional Education is offering a Small Business Leadership Development Bootcamp that will run September to February. The program aims to reduce employee turnover and improve leadership and effectiveness for small businesses. A total of 20 participants will be accepted into the program, and we have 18 registered. So just a couple of spots are left. Applications must be submitted by July 10th with women- and minority-owned small businesses being prioritized. The program is funded in part by a grant from ICCB.

College for Kids has been underway this summer, and registration is still open for many of our July camps. In particular, one of the camps held this month, Girls in Construction, received great TV and social media coverage. The program was a partnership with O’Shea Builders and the YMCA to give young women hands-on experience in construction trades. We have 540 kids so far and still have the opportunity for enrollment to reach 600.

“History Cooks” presentations continue this summer through a partnership Community Education has with the Lincoln Home National Historic Site and Springfield Convention and Visitors Bureau. You can catch the food demos on Fridays at noon at the Lincoln Home National Historic Site. The next one is June 28th, featuring Chef Richard Long, who was the executive chef at Baur’s Restaurant for many years.

- C. Report from Faculty Senate - None*
- 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. Enz shared that she attended the ICCTA meetings and awards banquet in Lombard. The ICCTA seminar focused on transfers. The upcoming ICCTA meeting is scheduled for September 13-14 at the President Abraham Lincoln Hotel.

- J. Foundation Report - None*
- K. Other Board Members’ Reports*

Mr. Nicoll recently participated in the PTK regional convention hosted on campus, where he engaged with fellow PTK members and student trustees. Additionally, he joined the Juneteenth walk with the Black Student Union.

V. Strategic Discussion -None

VI. Executive Session

MOTION NO. 06-26-24-6:

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

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

MOTION NO. 06-26-24-7:

Trustee Enz moved to return to open session at 6:11p.m. Trustee Holaway seconded.

All members voted aye. PASSED

VII. Actions from Executive Session

MOTION NO. 06-26-24-8:

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

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

VIII. FY25 Budget Workshop

Bryan Gleckler, Vice President Administrative Services and Dr. Charlotte Warren guided board members and the audience through a presentation on LLCC's Fiscal Year 2025 tentative budget. They reviewed LLCC fund summaries, projected expenditures, and revenues for FY2025, operating budget projections and highlighted budget challenges.

IX. Adjournment

There being no further business before the Board, the meeting adjourned at 7:30 p.m.

Chairman Gates

Secretary Enz

**EXECUTIVE SESSION
AGENDA ITEM VI.A**

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Personnel Matters

DATE: June 26, 2024

We recommend the following personnel actions:

ADMINISTRATOR

- A. Approve the appointment of Randi Riemann as Director, Accessibility Services. Randi has a Master of Arts in Educational Leadership from the University of Illinois at Springfield and a Bachelor of Science in Agriculture Education from Illinois State University. Randi has 21 years of experience in K-12 education, most recently as a principal and district special education coordinator for Morrisonville CUSD #1. Randi's employment will be effective July 1, 2024 with placement in salary grade K. Resume is attached.
- B. Approve the appointment of Cheri Reardon as Director, Campus Services. Cheri has an Associate in Applied Sciences from Robert Morris University. She has worked in the LLCC Bookstore for almost 12 years and previously worked for Robert Morris University in their campus bookstore. Cheri's appointment will be effective July 1, 2024 with placement in salary grade L. Resume is attached.
- C. Approve the appointment of Alex Berry as Associate Vice President, Student Success. Alex earned a Master of Science degree in College Student Personnel from Western Illinois University. Alex brings 15 years of higher education experience. Previously, he served as Director, Student Success at LLCC from 2021 to 2022. Alex's appointment will be effective July 29, 2024 with placement in salary grade O. Resume is attached.

**PART-TIME STAFFING
On & Off Campus
2024 Summer Semester**

Adjunct Name	Class Section	Title
Alatorre, Guadalupe	CMN-101-04	Public Speaking Fundamentals
Allen, Dr. Lasheka	PSY-101-05	Introduction to Psychology
Barton, Abbi	CSC-105-04	Computer Applications and Concepts
Bergman, Ty	CLA-136-01	Garde Manger
Blackburn, Jessie	EDU-210-01	Instructional Technology
Bock-Matlock, Tabitha	ESI-101-01	Employability Skills
Bowen, Stacy	EGL-102-05	Composition II
Bowen, Stacy	EGL-102-06	Composition II
Boyer, Dr. Tyler	PHI-210-01	World Religions
Bradley, Pam	HLT-109-01	Medical Terminology
Bublitz, Daniel	AUT-121-01	Basic Automotive Electronics
Calbow, Ashley	RCP-239-01	Clinical Practice III
Carter, Ken	CMN-101-01	Public Speaking Fundamentals
Carter, Ken	CMN-101-02	Public Speaking Fundamentals
Cecil, Joyce	NAS-101-02	Basic Nurse Assistant
Chernowsky, Amy	CSC-105-01	Computer Applications and Concepts
Clark, Kelly	NAS-101-05	Basic Nurse Assistant
Collins, Todd	MAT-004-03	Corequisite for General Education Math
Corlas, Megan	OTA-208-01	Developmental Theory
Corlas, Megan	OTA-210-01	Service Management
Coulson, Danielle	FRE-101-01	Elementary French I
Curry, Dr. John	BIO-175-03	Human Anatomy & Physiology I
Curry, Dr. John	BIO-176-03	Human Anatomy & Physiology II
Daniel, Pamela	CMN-101-06	Public Speaking Fundamentals
Danner, Nathan	AUT-106-01	Brake Systems
Darwish, Dr. Omar	CSC-130-01	IT Essentials
Davin, Dr. Kirsten	HLT-201-01	Health in Today's Society
D'Cruz-Endeley, Colette	ECO-131-01	Principles of Economics I
Dickey, Ashley	ART-101-01	Art Appreciation

Dowell, Jan	BIO-170-01	Human Nutrition
Dowell, Jan	BIO-170-02	Human Nutrition
Durairaj, Dr. Srinivasan	BIO-101-01	General Biology
Durbin, Rebecca	NAS-101-03	Basic Nurse Assistant
Farrand, Zachary	WEL-107-01	Welding Capstone Pre-Certification
Ferreira, Nick	EMS-203-01	Paramedic - Specialized Care
Fines Workman, Elizabeth	CMN-101-10	Public Speaking Fundamentals
Fines Workman, Elizabeth	CMN-101-11	Public Speaking Fundamentals
Flynn, Susan	SOC-101-10	Introduction to Sociology
FremI, John	HUM-110-01	Introduction to Women & Gender Studies
Garcia, William	AUT-208-01	Heating and Air Conditioning
Hacker, Dianne	NAS-101-03	Basic Nurse Assistant
Hamm, Dr. Cynthia	CMN-101-05	Public Speaking Fundamentals
Hamm, Dr. Cynthia	CMN-101-08	Public Speaking Fundamentals
Harris, Colleen	THE-101-01	Theatre Appreciation
Huddleston, Keith	PSY-101-06	Introduction to Psychology
Huffman, Kristen	BIO-220-01	Microbiology
Jagmohan, Swarup	CSC-125-01	Computer Programming Concepts
Kadiani, Adil	ACC-103-01	Financial Accounting
Kean, Charles	EMS-111-01	Advanced EMT - Special Population
King, Kristin	RCP-231-01	Adv Respiratory Care Practices & Proc II
Lane, Sheridan	HSP-215-01	Restaurant Management
Lanningham, Brian	BDM-120-02	Surveying & Building Layout
Lascelles, Lori	NAS-101-03	Basic Nurse Assistant
Leamon, Patricia	EGL-101-01	Composition I
Martinez, Ash	RCP-239-01	Clinical Practice III
Mhaskar, Dr. Yashanad	MAT-104-01	General Education Mathematics
Mhaskar, Dr. Yashanad	MAT-004-01	Corequisite for General Education Math
Mhaskar, Dr. Yashanad	MTC-001-01	Math Center
Moore, Sierra	ART-101-02	Art Appreciation

Moore, Sierra	ART-101-04	Art Appreciation
Moran-Cortes, Elena	EGL-102-02	Composition II
Moran-Cortes, Elena	EGL-102-04	Composition II
Myers, Laurie	EGL-103-01	DoIT- Tech & Professional Communication I
Myers, Laurie	EGL-101-14	Composition I
Nass, Paul	WIT-107-02	Mechatronics Blueprint Reading
Nichols, Thomas	BDM-120-01	Surveying and Building Layout
Oldenburg, Dr. Christopher	EGL-100-03	Introduction to Composition w/EGL 101 05
Oldenburg, Dr. Christopher	EGL-101-05	Composition I w/EGL 100 03
Payne, Stacy	NAS-101-04	Basic Nurse Assistant
Prasad, Mike	CSC-170-01	Computer Science I
Running, Dr. William	CHE-100-03	Contemporary Chemistry
Schmidt, Debra	NAS-101-06	Basic Nurse Assistant
Spencer, Sonja	HLT-109-02	Medical Terminology
Spencer, Sonja	HLT-109-03	Medical Terminology
Stephens, Amanda	EGL-101-13	Composition I
Stephens, Amanda	EGL-102-03	Composition II
Stinson, Patricia	NAS-101-06	Basic Nurse Assistant
Tankoua Ngongang, Wm	CSC-100-01	Understanding Technology Today
Warren, Stephanie	CLA-131-01	Food Production I
Wisdom, Peggy	NAS-101-06	Basic Nurse Assistant
Woods, Emily	EGL-102-01	Composition II
Young, Carley	CMN-101-03	Public Speaking Fundamentals