

**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, February 22, 2023 at 5:19 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. Gates, Mr. Harris-Patel, Mr. Holaway, Ms. Raymond, and Mr. Rosenthal. Dr. Davis and Mr. Fulgenzi was absent.

B. Pledge of Allegiance

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

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

MOTION NO. 2-22-23-1:

Mr. Gates moved to amend the agenda and have the Strategic Discussion after the Hearing of Citizens. Mr. Holaway seconded.

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

MOTION NO. 2-22-23-2:

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

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

D. Introductions and Recognition - None

E. Hearing of Citizens – None

Strategic Discussion

Tim Ervin, Director, Construction & Environmental, Health & Safety provided an overview of the Student Services Renovation project.

II. Consent Agenda

MOTION NO. 02-22-23-3:

Mr. Rosenthal moved to:

- approve the minutes of the regular meeting of January 25, 2023;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during January 2023, and ratify the January 31, 2022 Treasurer's Report;
- approve out of state travel;
- approve Kiene Diesel to provide engine stands and related plates to Lincoln Land Community College with a total commitment of \$38,345;
- approve L&L Fabricating to provide a new brake training board to Lincoln Land Community College with a total commitment of \$40,600;
- ratify the bid proposal for the US Army Illinois National Guard Culinary contract and approve the clinical site agreement with Physical Performance Systems;
- and accept the proposal from GHR Engineers and Associates, Inc. in the amount of \$70,410 to provide design services for the Main Campus Exterior Lighting Upgrade Phase 3 project.

Mr. Holaway seconded.

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

III. Action Agenda

A. Policies

1. Revision to Board Policy 7.7 – Construction and Change Orders

The following is a proposed change to Board Policy 7.7 - Construction and Change Orders

Policy Statement: Construction change orders that would cause the construction project to exceed the Board approved project contingency shall be submitted to the Board for prior approval. ~~Change orders for any construction project that do not cause the project to exceed the Board approved project contingency will be presented to the Board for ratification at the next regular meeting.~~

MOTION NO. 02-22-23-4:

Mr. Gates moved to approve revisions to Board Policy 7.7 – Construction and Change Orders. Ms. Raymond seconded.

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

B. Academic Services Division Items

1. Sabbatical Leave Recommendation for 2023-2024

Three (3) faculty members submitted a sabbatical leave request for the academic year 2023-2024. The Sabbatical Leave Committee, comprised of tenured faculty members, reviewed the requests, and forwarded their review and comments.

The following sabbatical leave request for the spring semester of the 2023-2024 Academic Year is submitted for approval.

Tim Humphrey, Professor of Political Science and Education, requests a sabbatical leave for the Spring 2024 semester, during which he will conduct first-person research across multiple public-school settings within the LLCC District to enhance his knowledge of current educational practices and contemporary K-12 environments. The project will allow Professor Humphrey to study K-12 students, teachers, and administrators to provide him with knowledge and experience he can incorporate directly into curriculum revision and his approaches to teaching Education courses at LLCC. Students will benefit from this experience by learning of approaches teachers are using in the classroom and of current issues facing educators. This project will also benefit the college by strengthening connections between the LLCC Education program and public schools within the district.

MOTION NO. 02-22-23-5:

Mr. Gates moved to approve the sabbatical leave for Tim Humphrey for Spring Semester 2024. Ms. Raymond seconded.

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

2. Naming of Faculty Emeritus

Board policy permits the conferring of the honorary title “emeritus” upon a retired full-time faculty member at Lincoln Land Community College.

Based upon outstanding contributions from at least one of the following areas: teaching, participation and leadership in shared governance, service to the community, and advisor roles, the Faculty Development and Recognition Committee of the Faculty Senate recommends the granting of emeritus status to the following retired full-time faculty members: Peggy Goetsch, Kevin Kirsch, and David Sykes.

MOTION NO. 02-22-23-6:

Mr. Rosenthal moved to approve the honorary title of “emeritus” to the following retired full-time LLCC faculty members: Peggy Goetsch, Kevin Kirsch, and David Sykes. Mr. Holaway seconded.

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

C. Student Services Division Items – None

D. Administrative Services Division Items

1. Tuition Rate for Academic Year 2023-2024

Board Policy 5.14 outlines the College's process for setting tuition rates for each academic year. This process includes considering the state average tuition rate of all community colleges in the current year and adjusting for inflation based on the Higher Education Price Index. This process has served Lincoln Land Community College well in keeping its tuition rates within the mean of the Illinois Community College system. However, for the upcoming academic year, given significantly higher than normal inflation experienced in higher education, our normal process would result in a \$5.00 per credit hour increase in our regular tuition rate.

Given this, we would propose a one-year deviation from Board Policy 5.14 and maintain our tuition rates for Academic Year 2023-2024 at the same level as the current Academic Year.

MOTION NO. 02-22-23-7:

Mr. Gates moved to approve the deviation of Board Policy 5.14 - Tuition and Fee Rates/Payment for the Academic Year 2023-2024 and maintain tuition rates at the same level as they are in Academic Year 2022-2023, except for those programs where rates are being adjusted as authorized by the Board of Trustees. Ms. Raymond seconded.

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

2. Variable Tuition Rates

Board policy 5.14 provides for course fees and tuition to be assessed for specific courses and special services. Recently, the college reviewed the costs of the Truck Driver Training and proposes an increase in the tuition. Further, it is recommended that the upcoming Diesel Technology program utilizes a variable tuition rate similar to most other Workforce Institute programs, which is in addition to the standard tuition rate.

Truck Driver Training - The current rate of \$3,900 plus fees has been in effect since Fall 2016. However, the costs of delivering the program have increased without any corresponding increases in the fee. To continue providing a high-quality program, it is necessary to increase the tuition at this time. It is recommended that the tuition cost be increased from \$3,900 to \$4,500 effective Fall 2023.

Even with this modest increase, our program continues to be competitively priced when compared with other program costs in Central Illinois.

Diesel Technologies - For the newly established Diesel Technologies courses, we are proposing a variable tuition rate of 1.5 times the standard tuition rate for all DET courses (excluding the internships) beginning Fall 2023. This rate is consistent with many of the Workforce Institute programs.

MOTION NO. 02-22-23-8:

Mr. Gates moved to set the tuition rate for the Truck Driver Training Program at \$4,500 effective Fall 2023 and set a variable tuition rate for DET at 1.5 times the standard tuition rate effective Fall 2023. Mr. Rosenthal seconded.

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

3. *Information Technology Items* – None

4. *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 experiencing an uptick in enrollment. Our latest report shows us up over 7% in headcount and nearly 5% in credit hours. Our next 8-week session begins March 13.

Yesterday, we were pleased to welcome Congresswoman Nikki Budzinski to the Kreher Agriculture Center where she hosted the first meeting of her new Agricultural Advisory Council, comprised of local farmers and agriculture leaders. Trustee Wayne Rosenthal, Bill Harmon and Josh Collins were also there as a part of the council. Afterwards she asked for a tour of the Kreher building

This morning, Dr. Brian Durham, executive director of the Illinois Community College Board, and several ICCB board and staff members toured our Nursing Education Center. This was

part of their month-long series of visits to community colleges to highlight innovation and excellence in Career and Technical Education.

This evening, we are holding the second Part-time Faculty Information Fair in the Menard Hall atrium. We are working to attract more adjunct faculty to fill positions, particularly in communication, English and humanities, and certified nursing assistant.

Campus Visit Day was Monday, and the crowds showed a definite interest in our offerings, with 356 guests spread over morning and evening sessions that included presentations, tours and displays.

Today was the annual Food and Vendor Day as part of African American History Month, one of a number of presentations and events to mark this historic month.

We are also observing Heart Health Month with blood pressure checks by nursing students and information sharing sponsored by our HR department.

Monday of last week, a packed house in the Trutter Center heard Bob Bunn, retired executive of BUNN in Springfield, speak on his ancestors' close ties to Abraham Lincoln. The annual Lincoln Lecture was also streamed online and to our outreach centers. Lincoln-themed events were held throughout the week.

Earlier this month we sponsored the annual Academic Challenge, welcoming 185 high achieving students from thirteen area high schools to campus. In addition to testing in their choice of biology, chemistry, computer science, engineering, English, math, and physics, they visited recruitment and departmental tables. There were 2 LLCC scholarships awarded along with other prizes.

Our Phi Theta Kappa Honor Society recently completed all requirements for Five Star Chapter Status, the highest level of recognition, for the 10th year in a row. They completed two service projects — one to benefit the college and one to benefit the community.

The latest edition of the LLCC Podcast features an interview with Jeff Gardner, director of the new diesel technologies program. A link to the podcast is available on our website.

Seven members of LLCC's Student Radiographers Association and Program Director Janelle Murphy recently attended the Association of Collegiate Educators in Radiologic Technology Conference in Las Vegas with approximately six hundred students from across the US. The group participated in a student challenge and attended many workshops and activities related to their chosen field.

And, right after the last board meeting, we celebrated Homecoming in Cass Gym with the naming of Homecoming Royals Josh Hughes and Marley Smith, and a halftime ceremony honoring the late Dick Dhabalt with a proclamation from the City of Springfield presented to his family members. Chad Jones, women's basketball coach, reached another milestone that night, becoming the top winning women's basketball coach at LLCC with 109 victories. He also holds the record for most wins as the men's basketball coach with 243 wins.

Dr. Warren and Giles Harris-Patel attended the ACCT Legislative Summit. They met with Congresswomen Budzinski and Miller and their staff. It was a good opportunity to talk with

them, give them more information about the college, talk about our needs and invite them to our campus. Senators Duckworth and Durbin had their usual large group session.

Thanks to Trustee Gates for joining the LLCC table at the Greater Springfield Chamber of Commerce Gala, where Jamil Steele and Kirsten Taylor were recognized for the participation in Leadership Springfield.

And thanks to Trustee Rosenthal for joining the LLCC table at the Hillsboro Gala where our own Jesse Blackburn, Director of LLCC Litchfield did a wonderful job of serving as our waitress. Looks like she has another career opportunity, but we hope she keeps her “day job.”

C. Report from Faculty Senate

Eric Stachera, Vice President, Faculty Senate reported that the Senate was in favor of the procedure revisions for Board Policy 4.14 – Grade Review and voted to dissolve the Teaching Learning Committee. He also shared information on a faculty member that was recently diagnosed with cancer.

D. Report from Faculty Association

Mark Roehrs, Faculty Association President, again invited the board members to attend a class in one of the new active learning classrooms.

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 will be attending the upcoming ICCTA meetings in March.

J. Foundation Report - None

K. Other Board Members’ Reports

Mr. Harris-Patel stated that he enjoyed his trip to Washington DC for the ACCT Legislative Summit.

V. Strategic Discussion – moved to after Hearing of Citizens

VI. Executive Session

MOTION NO. 02-22-23-9:

Mr. Holaway moved to hold an executive session for the purposes of discussing personnel matters, faculty tenure and continuing employment and pending/imminent legal matters. Mr. Rosenthal seconded.

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

Mr. Rosenthal left the meeting.

MOTION NO. 02-22-23-10:

Mr. Gates moved to return to open session at 7:03 p.m. Ms. Raymond seconded.

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

VII. Actions from Executive Session


MOTION NO. 02-22-23-11:

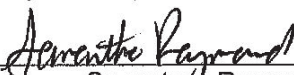
Ms. Raymond made an omnibus motion to approve the attached personnel matters, to grant tenure (continuing status) retroactive to the beginning of the Spring 2023 semester for Leslie Catalano, to grant tenure (continuing status) for the 2023-2024 Academic Year to Samuel Barbour, Casey Hoenes, Dee Hood, and Aidan Tierney, to re-employ Ted Babin, Julie Brennan, Natasha Casey, Justin Cobb, Elizabeth Conrady, Meghan Deaver, Alonzo DeCarlo, Matthew Griffin, Angela Hardesty-Smith, Marcie Leonard, Derek Matlock, Christina Negley, Ann Neilson, Jeni Noble, Sarah Owens, David Park, Travis Rath, Erin Shanle, Amy Strawn, Ryan Stringer, and Dallas Wright for the 2023-2024 academic year, and to approve the list of all full-time faculty positions for the 2023-2024 academic year. Mr. Holaway seconded.

Those members voting aye were Mr. Elmore, 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 7:05 p.m.


Chairman Elmore


Secretary Raymond

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Personnel Matters

DATE: February 22, 2023

We recommend the following personnel actions:

ADMINISTRATOR

- A. Approve a 10% interim increase to the base salary of Candace Silas, Director-Open Door Workforce Equity Initiative to assume administrative responsibilities for the PATH program. This assignment will be effective February 10, 2023 and continue until the Director-PATH Program position is filled.

- B. Approve the employment of Sarah Goodman in the position of Director, Business & Accounting. Sarah has worked in multiple roles in the Finance department since 2012, mostly recently as Accountant, as well as interim Disbursements Manager overseeing the accounts payable and payroll functions. Her employment will be retroactive to January 1, 2023 with placement in salary grade K.