

**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 28, 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. Gates, Ms. Herzog, Mr. Holaway, Ms. Raymond, and Mr. Rosenthal.

Mr. Fulgenzi arrived later while meeting was in progress.

*B. Pledge of Allegiance*

*C. Adoption of Agenda of the June 28, 2023 Meeting*

**MOTION NO. 6-28-23-1:**

Mr. Elmore moved to adopt the agenda of the June 28, 2023, meeting. Mr. Holaway seconded.

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

*D. Introductions and Recognitions - None*

*E. Hearing of Citizens - None*

## II. Consent Agenda

### **MOTION NO. 06-28-23-2:**

Dr. Davis moved to:

- approve the minutes of the regular meeting of May 24, 2023;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during May 2023, and ratify the May 31, 2023 Treasurer's Report;
- ratify out of state travel;
- 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 membership agreement with the Network of Illinois Learning Resources in Community Colleges and the Upward Mobility Program intergovernmental agreement;
- approve the Fiscal year 2024 Professional Service Contract for Eric Grenzebach – Legal Services, not to exceed \$175,000;
- approve the establishment of blanket purchase orders for the purchase of telecommunication services from AT&T;
- approve the one-year Adobe Creative Cloud Enterprise Term License agreement at a total cost of \$57,435.97;
- ratify the application for the Ellucian Path Scholarship Program Grant in the amount of \$25,000, the FY2023 Trades School Grant Program in the amount of \$306,765, the application for the FY2024 Illinois Cooperative Work Study Program Grant in the amount of \$35,000, the application for the FY2024 Carl D. Perkins Grant in the amount of \$520,566, the FY2024 Adult Education and Family Literacy Program Grant in the amount of \$460,949 and approve the FY2024 Integrated English Language and Civics Adult Education Grant in the amount of \$90,165;
- ratify the listed change orders in the amount of \$23,225.75 for R.L. Vollintine Construction Co., Inc. for the Renovate Millennium and Lower-level Sangamon Project as presented;
- and approve the base bid in the amount of \$151,340 from Ruyle Mechanical Services Inc. and to establish a project contingency in the amount of \$7,600, for an aggregate amount of \$158,940 to complete the Sangamon Hall Chiller Repairs and Upgrades Project at LLCC's Main Campus.

Ms. Raymond seconded.

Dr. Jason Dockter provided further information on the FY2023 Trades School Grant Program. The purpose of this grant is to provide access to careers in the "trades" for young adults, particularly those in underserved communities marked by high youth unemployment, low graduation rates, or other relevant indicators. LLCC's focus will be on Healthcare programs and Construction.

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

### **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* - 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***

This month, we announced two new opportunities for students made possible by the Trades School Grant Program through Illinois Community College Board. The first, HELPrS (or Healthcare Entry-Level Professional Skills), allows 15 high school seniors or recent graduates to explore health care careers for six weeks this summer. The students are paid a total of more than \$1,400 to attend, and receive free uniforms, books, lunches, and transportation to health care sites. The program aims to enhance diverse representation in the health care field.

The Youth Builds program, made possible by a \$200,000 Trade Schools Grant, is designed to encourage young adults to enter a construction career. LLCC is partnering with Sangamon Menard Regional Office of Education 51 and local trade unions to expand the current Multi-craft Core Curriculum (MC3) high school program. This fall, high school students will attend LLCC for two hours each weekday to explore construction apprenticeships and network with commercial contractors, trade unions and industry leaders. Students will work on a construction project throughout the school year and during the last quarter of the program, spend three days a week in a paid internship at a job site. They will receive free tools, work boots and personal protective equipment, and earn college credit as well as certification from the National Center for Construction Education and Research. Currently 11 high schools are participating.

Yesterday was a beautiful day for the dedication ceremony for West Lake Nature Grove, our outdoor lab on property donated by Robbie Robert in memory of his friend Lloyd Inslee. Trustee Vicki Davis was in attendance as we recognized this generous gift and heard how the natural and agricultural sciences are using the lab for research projects and beekeeping, in partnership with community organizations. We then held an open house for the new greenhouse adjoining the Kreher Agriculture Center.

Lots of activities on campus this month with College for Kids and its new component, Teen Learning Labs, where students explore various hands-on careers. A group of middle school students from Springfield District 186 visited campus last week to learn about health care careers and workforce programs. And we're again partnering with the Boys and Girls Club for the Teen Career Launch program. Students are on campus two days a week learning about careers in computer science, ag, writing and health care.

Last week, we helped prospective students "find their path" by hosting a Summer Open House. More than 160 attendees followed footprints on tours of campus, enjoyed an outdoor cookout with a DJ, and spoke with faculty and staff. Also, an Aviation Open House was held last evening with 18 attendees, with another open house coming up July 11. Participants can try out the daily work of aircraft mechanics and start a jet engine.

In commemoration of Juneteenth, LLCC held a Freedom Walk around campus with around 100 participants. Along the way, participants explored a timeline of events leading up to the Juneteenth celebration. Earlier, students from The Outlet helped raise the Juneteenth flag on campus.

Our Phi Theta Kappa chapter was honored as a Gold Star Chapter and Outstanding Chapter at the PTK Regional Conference and Honors Institute Convention.

Thirty agriculture students travelled to Ireland for 10 days to learn about its ag industry and visit historic sites. The study abroad opportunity was made possible through the Kreher Agricultural Trust.

Student athletes Madalyn Buxton and Porter Conn were named LLCC's Dick Dhabalt Athletes of the Year Award for 2023.

And, Grace Newman and Rachel Lay, LLCC dual credit students at Jacksonville High School, won first place in a national map contest. They created a story map of accidents and dangerous intersections in Jacksonville.

Mr. Fulgenzi arrived.

Dr. Warren, Karen Sanders, Josh Collins, and members of the Springfield Sangamon Growth Alliance travelled to Washington DC to meet with legislators regarding future funding opportunities.

*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*

Mr. Don Hohimer, Vice President of the Facilities Services Council expressed his appreciation to the administration for working with them over the past few months on the collective bargaining agreement. A representative from the IFT/AFT, AFL/CIO, Local 6257 addressed the board and highlighted some of the changes in the agreement.

*H. Chairman's Report – None*

*I. Secretary's Report*

Ms. Raymond and Mr. Holaway attended the ICCTA Annual Meeting in Bloomington on June 2-3, where they participated in professional development leadership training. Dr. Jason Dockter also attended and accepted the Business/Industry Partnership Award on behalf of Lincoln Land Community College and Memorial Health.

*J. Foundation Report - None*

*K. Other Board Members' Reports - None*

**V. Strategic Discussion - None**

**VI. Executive Session**

**MOTION NO. 06-28-23-3:**

Dr. Davis moved to hold an executive session for the purposes of discussing personnel matters, collective bargaining agreement and pending/imminent legal matters. Mr. Rosenthal 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. 06-28-23-4:**

Mr. Rosenthal moved to return to open session at 5:58 p.m. Mr. Fulgenzi 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. 06-28-23-5:**

Dr. Davis made a motion to approve the attached personnel matters, Ms. Raymond 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

**MOTION NO. 06-28-23-6:**

Dr. Davis made a motion to approve the terms of the July 1, 2023 – June 30, 2026 Collective Bargaining Agreement with the Lincoln Land Facilities Services Union, IFT/AFT, AFL/CIO, Local 6257 and authorize the Board Chair to sign the contract following preparation of contract documents. Mr. Holaway seconded.

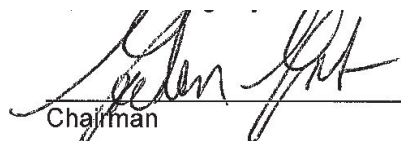
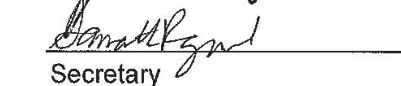
Those members voting aye were Dr. Davis, Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Ms. Herzog (advisory), Mr. Holaway, Ms. Raymond, and Mr. Rosenthal. PASSED

**VIII. FY2024 Budget Workshop**

Bryan Gleckler, Vice President Administrative Services and Dr. Charlotte Warren led the board members and audience through a presentation on LLCC's Fiscal Year 2024 tentative budget, reviewing LLCC fund summaries, FY2024 projected expenditures and revenues, FY2024 operating budget projections and budget challenges.

**IX. Adjournment**

There being no further business before the Board, the meeting adjourned at 6:30 p.m.

  
Chairman  
  
Secretary

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees  
**FROM:** Charlotte J. Warren  
President  
**SUBJECT:** Personnel Matters  
**DATE:** June 28, 2023

We recommend the following personnel actions:

**FACULTY**

- A. Approve the appointment of Susan Waterman as Basic Nurse Assistant Instructor. Susan received her Bachelor of Science in Nursing from St. Louis University. She is currently employed as a Registered Nurse at Springfield Clinic and has been a healthcare professional for over 33 years. Her employment will be effective August 15, 2023 with placement on Bachelors, Step 12 of the 2023-2024 faculty salary schedule.

**ADMINISTRATOR**

- A. Approve the appointment of Patricia Robles Mendoza as Director, Adult Education & Literacy, pending successful completion of a criminal background check and drug screen. Patricia received her Master of Arts in Organizational Leadership from Buena Vista University. She is currently employed as the Director of Adult Literacy at Iowa Valley Community College District. Her employment will be effective July 24, 2023 with placement in salary grade K.

**PART-TIME STAFFING**

**On & Off Campus  
2023 Summer Semester**

<u>Adjunct Name</u>	<u>Class Section</u>	<u>Class Section Title</u>
Alatorre, Guadalupe	CMN-101-07	Public Speaking Fundamentals
Allen, Jason	BIO-101-05	General Biology
Armour, Gary	BIO-220-03	Microbiology
Baker, Nikki	CMN-101-08	Public Speaking Fundamentals
Barton, Abbi	CSC-105-03	Computer Applications
Bergman, Ty	CLA-136-01	Garde Manger
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
Bradley, Pam	HLT-109-04	Medical Terminology
Bublitz, Daniel	AUT-208-01	Heating and Air Conditioning
Crone, William	HRT-207-01	Landscape Construction
Calbow, Ashley	RCP-239-01	Clinical Practice III
Carter, Kenneth	CMN-101-02	Public Speaking Fundamentals
Cecil, Joyce	NAS-101-01	Basic Nurse Assistant
Cecil, Joyce	NAS-101-06	Basic Nurse Assistant
Cecil, Joyce	NAS-101-02	Basic Nurse Assistant
Cockerill, Linda	NAS-101-06	Basic Nurse Assistant
Coulson, Danielle	FRE-101-01	Elementary French I
Curry, Dr. John	BIO-175-03	Human Anatomy & Physiology I
Dowell, Jan	BIO-170-01	Human Nutrition
Daniel, Pamela	CMN-101-06	Public Speaking Fundamentals
Daniel, Pamela	CMN-101-10	Public Speaking Fundamentals
Danner, Nathan	AUT-105-01	Fuel & Fuel Systems
Danner, Nathan	AUT-121-01	Basic Automotive Electronics
Davis, Monique	CMN-101-01	Public Speaking Fundamentals
Dickey, Ashley	ART-101-02	Art Appreciation
Dickey, Ashley	ART-101-04	Art Appreciation
Dineen, Joshua	CLA-143-01	Advanced Pastry and Baking
Huffman, Kristen	BIO-176-01	Human Anatomy & Physiology II
Durbin, Rebecca	NAS-101-03	Basic Nurse Assistant
Edmonds, Christopher	ESI-101-01	Employability Skills
Farrand, Zachary	WEL-105-01	TIG Welding
Ferreira, Nick	EMS-203-01	Paramedic - Specialized Care
Fines Workman, Elizabeth	CMN-101-04	Public Speaking Fundamentals
Running, Dr. William	CHE-100-02	Contemporary Chemistry
Freml, John	HUM-110-01	Intro to Women & Gender Studies
Alexander, Kimberly	CSS-100-01	College Success Skills
Flynn, Susan	SOC-101-01	Introduction to Sociology
Hacker, Dianne	NAS-101-03	Basic Nurse Assistant
Hamm, Dr. Cynthia	CMN-101-05	Public Speaking Fundamentals
Hamm, Dr. Cynthia	CMN-101-09	Public Speaking Fundamentals
Harris, Colleen	THE-101-01	Theatre Appreciation
Fricke, Dana	PSY-101-01	Introduction to Psychology
Graff, Dr. Andrea	POS-101-01	Intro to American Politics
Hayes, Richard	PSY-101-14	Introduction to Psychology
Kean, Charles	EMS-111-01	Advanced EMT - Special Population
King, Kristin	RCP-231-01	Adv RC Practices & Proc II
Lamb, Molly	HLT-201-01	Health in Today's Society
Lane, Sheridan	HSP-215-01	Restaurant Management
Lascelles, Lori	NAS-101-02	Basic Nurse Assistant
Lascelles, Lori	NAS-101-03	Basic Nurse Assistant
Leamon, Patricia	HUM-101-03	Introduction to Humanities
Huddleston, Keith	PSY-101-08	Introduction to Psychology
Linscott, Steven	PSY-101-09	Introduction to Psychology
Minasian, Serenah	EGL-101-01	Comp I w/EGL 100 01



Minasian, Serenah	EGL-100-01	Intro to Comp w/EGL 101 01
Minasian, Serenah	EGL-100-05	Intro to Comp w/EGL 101 15
Minasian, Serenah	EGL-101-15	Comp I w/EGL 100 05
Monger, Fred	WIT-107-01	Mechatronics Blueprint Reading
Moore, Sierra	ART-101-01	Art Appreciation
Moore, Sierra	ART-101-03	Art Appreciation
Moran-Cortes, Elena	EGL-102-04	Composition II
Myers, Laurie	EGL-101-07	Composition I
Oldenburg, Christopher	EGL-100-03	Intro to Comp w/EGL 101 11
Oldenburg, Christopher	EGL-101-11	Comp I w/EGL 100 03
O'Neil, Katherine	NAS-101-02	Basic Nurse Assistant
Payne, Stacy	NAS-101-04	Basic Nurse Assistant
Pizzolato, Mazie	EGL-102-01	Composition II
Pizzolato, Mazie	EGL-102-03	Composition II
Manning, Nathaniel	ECO-131-02	Principles of Economics I
Sampson, Tracie	ECE-225-01	Administration
Schmidt, Debra	NAS-101-06	Basic Nurse Assistant
Shaw, Bill	TES-121-01	Technical Shop Physics
Spencer, Sonja	HLT-109-03	Medical Terminology
Stephens, Amanda	EGL-101-08	Composition I
Stephens, Amanda	EGL-101-09	Composition I
Stinson, Patricia	NAS-101-06	Basic Nurse Assistant
Surratt, Stevi	RCP-239-01	Clinical Practice III
Vakili, Pouya	EGL-101-17	Composition I
Wisdom, Peggy	NAS-101-06	Basic Nurse Assistant