

**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, July 26, 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. Fulgenzi, Mr. Gates, Ms. Herzog, Mr. Holaway, Ms. Raymond, and Mr. Rosenthal.

*B. Pledge of Allegiance*

*C. Adoption of Agenda of the July 26, 2023 Meeting*

**MOTION NO. 7-26-23-1:**

Mr. Elmore moved to adopt the agenda of the July 26, 2023, meeting. Mr. Holaway 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

*D. Introductions and Recognitions - None*

*E. Hearing of Citizens - None*

## II. Consent Agenda

### MOTION NO. 07-26-23-2:

Mr. Rosenthal 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 June 2023;
- approve out of state travel;
- approve Compass Group for campus-wide vending services with total estimated revenue of \$25,000 in accordance with the terms, conditions, and specifications of Request for Proposal #FY2024-02;
- approve the purchase of 179 desktop computers (PCs), 174 monitors, 60 laptop computers, one laptop cart, and 7 mini-PCs at a total cost of \$189,402.98;
- approve the purchase order in the total amount of \$110,349 for payment of the CARLI membership fee, I-Share assessment fee and 32 electronic resources and services;
- approve the purchase order in the total amount of \$85,000 for buying print and electronic books throughout FY24 from YBP;
- approve the clinical site agreement with Boys and Girls Club of Central Illinois and the clinical site agreement with Sarah Bush Lincoln;
- approve renewing the annual Microsoft Campus Software and Server Agreements from CDW-G at a total cost of \$130,958.85;
- and accept the proposal from BLDD Architects, Inc. in the amount of \$403,903 to provide design services for the Workforce Training Facilities Expansion and Renovation – Phase 2 TDT Expansion, Storage Building, Logan Hall Project.

Mr. Fulgenzi 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

## III. Action Agenda

A. *Policies* - None

B. *Academic Services Division Items* - None

C. *Student Services Division Items* – None

D. *Administrative Services Division Items*

1. Tentative Fiscal Year 2024 Budgets

We are in the process of preparing budget documents following our June 28 Budget Workshop. The only change we made from the workshop was to increase the ICCB revenue to the FY24 ICCB allocation for the Base Operating Grant and Equalization funds and a corresponding transfer to the Restricted General Construction account.

It is possible that additional adjustments may be necessary before the Final FY24 budget is adopted in September.

As required by law, the operating funds (Education and Operations and Maintenance Funds) budget must be available for public review at least 30 days prior to its adoption by the Board of Trustees. Therefore, no action is requested on the budget other than to authorize placing the tentative budget on file.

We anticipate presenting a final budget for approval at the September meeting of the Board.

**MOTION NO. 07-26-23-3:**

Mr. Rosenthal moved to place on file for at least thirty days, for public review, the Tentative Fiscal Year 2024 Operating Budget. 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

**2. FY2025 Capital Budget Request**

Each year colleges are permitted to submit requests for state funding for construction projects. 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 August 1st. Projects 1 and 2 (listed below) are currently contained within the Facilities Master Plan presented to the Board of Trustees in April 2019. The Master Plan will be updated in 2024 and we intend on including Project 3 in that Master Plan update.

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

**1. MENARD HALL RENOVATIONS**

Project will consist of renovating the first floor and lower level to improve student services and college function. The renovation will include improving services in Information Technology, Human Resources, LLCC Foundation, Public Relations and Marketing, Bookstore, Student Life, Student Government, Student Union, student lounge, meeting space, and elevator upgrades.

Total Cost Estimate	State Share (75%)	LLCC Share (25%)
\$17,900,400	\$13,425,300	\$4,475,100

**2. SANGAMON AND MENARD HALL RENOVATIONS**

Project will consist of renovation to the 1st floor and lower level of Sangamon Hall South, 2nd floor of Sangamon Hall North, and 2nd floor of Menard Hall to relocate and improve the art program classrooms and labs, police station, faculty offices, and create conference and student lounge/study spaces.

Total Cost Estimate	State Share (75%)	LLCC Share (25%)
\$13,183,000	\$9,887,250	\$3,295,750

3. **NEW CHILD DEVELOPMENT CENTER**

Project will consist of construction of a new (approximate) 15,000 square foot, single-story, Child Development Center (CDC) immediately adjacent to the existing CDC. The new building will consist of Classrooms (Infants, Toddlers, Pre-school), Resource Room, Instructional Classroom, Offices, Lounge, Restrooms, Kitchen, Laundry, Observation, and other mechanical and storage support spaces. The new building will also include a new playground to support the children's development outside of the classroom.

Total Cost Estimate	State Share (75%)	LLCC Share (25%)
\$9,745,600	\$7,309,200	\$2,436,400

**MOTION NO. 07-26-23-4:**

Mr. Fulgenzi moved to authorize the request for state funding for fiscal year 2025 of the projects defined herein. Dr. Davis 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

*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 continue to see an uptick in enrollment for fall: 13% higher in headcount and 10% higher in credit hours than a year ago. 60% of fall enrollments are face-to-face and 31% are online. Summer enrollment was up 3.5% in headcount and .26% (*point 26 percent*) in credit hours, with 21% face-to-face and 73% online.

Culinary student Dawson Bakunas of Divernon earned seventh place in the culinary arts competition at the national SkillsUSA Championships late last month in Atlanta, Ga. Bakunas advanced to nationals after being named a first-place gold winner (along with two other LLCC workforce students) at the state competition in Peoria. In the culinary category, competitors were given the same ingredients and supplies, had to write menus and cook through the menus in five hours. Bakunas also earned an American Culinary Federation certification at the event.

The latest edition of the LLCC Podcast features Leigh Giles-Brown, director of the diagnostic medical sonography program. A link is on the front of our website. She discusses sonography and the HELPrS program that I mentioned last month, which is an immersive, six-week summer program for 15 high school students to explore health care professions.

On Monday, 16 newly graduated practical nursing students were celebrated and recognized in the first PCN pinning ceremony on campus. A pinning ceremony is a symbolic welcoming of new nurses into the profession. The graduates were pinned by a nurse of significance in their lives.

You may have noticed the beautiful field of sunflowers as you entered campus this evening. These were planted by our ag department as a demonstration plot and will be harvested this fall.

Dr. Warren recently attended the AACCC presidents Academy which is the annual continuing education program just for community college presidents. There were sessions on leadership, challenges of being a president in today's world, challenges being faced by colleges around the country, enrollment, dealing with a crisis and most interesting session by a futurist that was very eye opening and a little scary.

And, LLCC mourns the loss of its fourth president, James Howard. Dr. Howard was appointed president of LLCC on Sept. 27, 1999, after serving as vice president of administrative services. He retired on June 30, 2002.

*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. Raymond reported that she was asked to be a panelist for ICCB. She also reminded trustees that the next ICCTA meeting will be in Springfield on September 7-8.

*J. Foundation Report - None*

*K. Other Board Members' Reports - None*

## **V. Strategic Discussion**

A. IT Security Update

Mr. Esteban Cruz, Chief Information Officer, provided an update on IT Security.

## **VI. Executive Session**

### **MOTION NO. 07-26-23-5:**

Dr. Davis moved to hold an executive session for the purposes of discussing personnel matters, collective bargaining agreement and pending/imminent legal matters. Mr. Elmore 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. 07-26-23-6:**

Mr. Rosenthal moved to return to open session at 6:09 p.m. Dr. Davis 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. 07-26-23-7:**

Mr. Fulgenzi made a motion to approve the attached personnel matters, Dr. Davis 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. 07-26-23-8:**

Ms. Raymond moved to approve and release the closed session minutes of the following Board meetings (except for portions of such minutes that have been redacted for the reason that the need to maintain confidentiality continues to exist):

Regular Board Meeting, January 25, 2023  
Regular Board Meeting, February 22, 2023  
Regular Board Meeting, March 22, 2023  
Regular Board Meeting, April 26, 2023  
Regular Board Meeting, May 24, 2023  
Regular Board Meeting, June 28, 2023

and to extend non-disclosure of the recordings of the closed session portions of the Board's regular meetings set forth below for the reason that the need to maintain confidentiality continues to exist, and to authorize and direct the Board Secretary to destroy such recordings on or after the identified dates:

Regular Board Meeting, January 25, 2023  
authorized destruction date – July 26, 2024

Regular Board Meeting, February 22, 2023  
authorized destruction date – August 23, 2024

Regular Board Meeting, March 22, 2023  
authorized destruction date – September 23, 2024

Regular Board Meeting, April 26, 2023  
authorized destruction date – October 27, 2024

Regular Board Meeting, May 24, 2023  
authorized destruction date – November 25, 2024

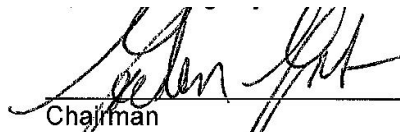
Regular Board Meeting, June 28, 2023  
authorized destruction date – December 29, 2024


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. Adjournment**

There being no further business before the Board, the meeting adjourned at 6:10 p.m.

  
Chairman

  
Secretary



**AGENDA ITEM II.A**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Personnel Matters

**DATE:** July 26, 2023

We recommend the following personnel actions:

**FACULTY**

- A. Approve the appointment of Kody Letterle as Diesel Technologies Instructor. Kody received his Bachelor of Science in Automotive Technology from Southern Illinois University at Carbondale. He has over ten years of experience in diesel technologies. His employment will be effective August 15, 2023 with placement on Masters, Step 9 of the 2023-2024 faculty salary schedule.
- B. Approve the appointment of Michael Readenour as Air Conditioning, Refrigeration and Heating Instructor, pending successful completion of a criminal background check and drug screen. Michael received his HVAC certification from Lewis and Clark Community College and has over 35 years of experience in the field. His employment will be effective August 15, 2023 with placement on Associates, Step 12 of the 2023-2024 faculty salary schedule.