AGENDA ITEM II.A

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, April 24, 2013 at 5:48 p.m. in the Robert H. Stephens Room of the main campus with Chairman Edwards presiding.

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I. Preliminary Matters

A. Roll Call

Members present were Ms. Edwards, Mr. Findley, Mr. Heshmat, Mr. Ramage, Mr. Reichert, Mr. Rosenthal and Mr. Wesley. Mr. Gray was absent.

B. Pledge of Allegiance

Chairman Edwards led the audience in the pledge of allegiance.

C. Adoption of Agenda of the April 24, 2013 Meeting

MOTION NO. 4-24-13-1:

Mr. Findley moved to adopt the agenda of the April 24, 2013 meeting. Mr. Wesley seconded.

Those members voting aye were Ms. Edwards, Mr. Findley, Mr. Heshmat (advisory), Mr. Ramage, Mr. Reichert, Mr. Rosenthal and Mr. Wesley. PASSED

D. *Seating of New Student Board Member and Oath of Office*

A reception preceded the Board of Trustees meeting honoring Chairman Edwards, Mr. Ramage and Mr. Heshmat. Each were presented a plaque and resolution highlighting their accomplishments during their tenure on the LLCC Board of Trustees.

Chairman Edwards requested Mr. Bellville come forward and administered the Oath of Office to the newly elected Student Trustee. Mr. Heshmat relinquished his seat at the Board table allowing Mr. Belville to begin his tenure as Student Trustee.

E. Introductions and Recognitions

1. Student Elections

Ms. Marci Rockey, Director of Student Life, requested the newly elected Student Government Association (SGA) Officers and Representatives come forward and introduce themselves. In addition to the newly seated Student Trustee, the following students were present:

Karla Martin – SGA President
Elise Tomlin - SGA Secretary
Ashley Lawrence - SGA PR Officer
William Tankoua Ngongang - SGA Business & Technologies Representative
Annie Lochmann – SGA Arts and Humanities Representative
Clark Johnson – SGA Social Sciences Representative
Jeni Estill – SGA Representative At Large

The following newly elected Student Government Association Officers and Representatives were unable to attend the Board of Trustees meeting:

Jennifer Duprey – SGA Vice President
Donald Klumpp – SGA Health Professions Representative
Samuel Jackson – SGA Arts and Humanities Representative

F. Hearing of Citizens – None

II. <u>Consent Agenda</u>

MOTION NO. 4-24-13-2:

Mr. Ramage moved to:

- approve the minutes of the Regular Meeting of March 27, 2013;
- ratify payment of bi-monthly accounts payable checks issued during March 2013 and ratify, subject to audit, the March 31, 2013 Treasurer's Report;
- approve ratification of out-of-state travel for the attached list of individuals;

- approve out-of-state travel for the attached list of employees;
- approve the purchase of Document Imaging Software from Perspective Software at a cost of $78,859;
- approve the agreement with MK Education in the amount of $52,500; and ratify the contract with the Salvation Army in the amount of $10,080;
- approve a contract with Strata information Group for consulting services, billed at $160 per hour, not to exceed $28,780;
- ratify the Workforce Investment Act (WIA) Rapid Response grant agreement in the amount of $354,378; ratify the grant agreement with the U.S. Department of Education in the amount of $10,000; ratify the grant agreement with Sangamon County Community Resources in the amount of $19,708;
- approve the Base Bid and Alt. Bid #1 from Halverson Construction Co. Inc. in the aggregate amount of $227,100 for the Cass Gymnasium Bleacher Replacement at LLCC's Main Campus;
- approve the Base Bid and all six (6) Alternate Bids from Evans Construction Co. in the amount of $303,300 to complete the Front Entrance Upgrades at LLCC's Main Campus;
- approve the Base Bid from Bodine Electric of Decatur in the amount of $159,927 to complete the Front Entrance Traffic Signal Upgrades at LLCC's main Campus; and
- ratify the listed change order in the deductive amount of ($37,045) for the Athletic Field Improvements project as presented.

Mr. Findley seconded.

Those members voting aye were Ms. Edwards, Mr. Findley, Mr. Belville (advisory), Mr. Ramage, Mr. Reichert, Mr. Rosenthal and Mr. Wesley. PASSED

III. <u>Action Agenda</u>

A. *Policies*

1. Revision of Board Policy 5.3 – Financial Aid Return of Funds

The proposed revision to this policy encompasses a broader scope of financial assistance beyond just Title IV Funds. This policy is presented for first reading and will be brought back for adoption at the May 2013, Board of Trustees meeting.

B. Academic Services Division Items - None

C. Student Services Division Items – None

D. Administrative Services Division Items

1. Health Insurance Rates for FY 2014

The LLCC Insurance Committee and the Insurance Consultant have met and reviewed aggregate claims data, large claims data as it pertains to LLCC's stop loss coverage, plan design, and projected health insurance rates for FY 2014. Health claims for the previous two years were reviewed and data was trended forward to project claim data for the upcoming fiscal year, with consideration that the average national health care inflation rate is approximately 9-12%. After review and consideration of all contributing data, the Insurance Committee submitted the following recommendations:

- Continue to offer a High Deductible Plan option accompanied by a Health Savings Account conforming to IRS qualifying regulations. The deductible for this plan will remain at $2,750 per individual. After the deductible is satisfied, the plan pays 90% of in-network costs and the employee is responsible for 10% of those costs up to a maximum out-of-pocket cost of $2,000. Once the deductible and out-of-pocket maximum has been satisfied, the plan pays 100% of costs.
- Continue to offer the Open Access Plan with no recommended plan design changes from the insurance committee.
- In compliance with the Affordable Care Act, both plans will cover women's preventive services at no out-of-pocket cost to the employee. These services include, but are not limited to, contraception, well-woman visits, support for breastfeeding equipment and domestic violence screening.
- Establish health insurance rates for the current HealthLink Open Access Plan for FY 2014 at $800 for Employee only, $1,290 for Employee plus one, and $2,030 for Employee plus two or more. This reflects a **7% increase** over last year's rates.
- Maintain the FY 2013 health insurance rates for the High Deductible Plan coupled with Health Savings Account for FY 2014 at $545 for Employee only, $937 for Employee plus one, and $1,533 for Employee plus two or more.
- Set the Board Contribution for health insurance at $800 per month per employee as required by our Collective Bargaining Agreements.
- Establish the Board Contribution to an employee's Health Savings Account for those selecting the High Deductible Plan at the annual amount of $3,060. This is the yearly difference between the cost of single coverage under the Open Access Plan and the High Deductible Plan ($800 - $545)*12 = $3,060.
- Switch fully insured dental plan carriers from Unicare to Lincoln Financial with a 2-year rate guarantee of existing dental plan rates of $36 for Employee only, $78 for Employee plus one, and $126 for Employee plus two or more with the Board

Contribution fixed at $36 per month. Lincoln Financial will take over the College's basic and voluntary life insurance plans. There will be no changes in the benefits offered for both the life and dental insurance plans, and the College will experience a decrease in costs for the life insurance coverage.

MOTION NO. 4-24-13-3:

Mr. Wesley moved to approve the recommendation of the Health Insurance Committee as presented. Mr. Reichert seconded.

Those members voting aye were Ms. Edwards, Mr. Findley, Mr. Belville (advisory), Mr. Ramage, Mr. Reichert, Mr. Rosenthal and Mr. Wesley. PASSED

E. Information Technology Systems Items - None

F. Workforce Development and Community Education Items – None

G. Executive Division Items - None

IV. <u>Information Items</u>

A. Staff Reports

1. Academic Services - None

2. Student Services – None

3. Administrative Services

a. Position Vacancies and Hires

Dr. Warren noted this agenda item reflects two hires that are current employees who have been moved from other areas, with an increase in work hours, to fill retirement vacancies at LLCC-Jacksonville.

b. Construction Progress Update

Earlier in tonight's meeting the Board gave approval to begin work on the College's front entry way, while work on the baseball field project is underway. Dr. Warren continues to

work with the Governor's office and Legislators to have funding released for the Sangamon South project.

c. Quarterly Budget Transfer Report

The Quarterly Budget Transfer Report reflects standard end of the third quarter transfers, with LLCC continuing to remain within the statutory requirements limiting the amount of transfers to 10% or less in any fund.

4. Information Technology Systems – None

5. Workforce Development and Community Education - None

6. Executive Division

a. Review of Agenda Master Calendar

Dr. Warren reminded Trustees of the upcoming Student Recognition Ceremony, Special Board Meeting, LLCC Foundation Gala, Adult Education Recognition Ceremony and LLCC Commencement.

B. President's Report

Classes at LLCC's Beardstown campus have been cancelled beginning Thursday, April 25 through Monday, April 29, 2013, because of flood conditions in the Beardstown area. The Mayor of Beardstown requested use of the LLCC-Beardstown campus to serve as an emergency location, if needed.

Registration is now open for Summer and Fall classes and the first Orientation for new students will take place this evening.

In observation of Earth Week, LLCC's Green Center has planned many activities including an Earth Day Dinner, a High Tunnel Tour, a Community Garden, and an Electronic Recycling Drive.

Campus events during the month of April include:

- "A Message of Peace and Reconciliation" was presented on April 3, 2013 by Dr. Joseph Sebarenzi, former head of the Rwanda parliament and author of the memoir *God Sleeps in Rwanda: A Journey of Transformation*.
- LLCC's Child Development Center and the Logger Activities Board sponsored the "Super Fun Show", a family-oriented event the evening of April 17, 2013.

- As part of the LLCC Recital Series, Maria Horvath and Pei-I Wang will present a piano duet entitled “88 Keys for 2” on April 28, 2013.
- A Juried Art Show is on display in the James S. Murray Gallery until May 9, 2013.
- Due to the current athletic field construction, LLCC’s Baseball team will be playing home games at Sacred Heart Griffin and Jacksonville, while the LLCC Softball team will play at the Land of Lincoln Olympic Junior Softball Campus.
- The LLCC Quiz Bowl Team took second place, on April 6, 2013 at the Invitational Tournament in Kirksville, Missouri, representing the only community college in the tournament.
- Tim Humphrey, Professor of Education and Bev Provines, Administrative Assistant to the Dean of Health Professions were the LLCC recipients of the National Institute for Staff and Organizational Development (NISOD) Excellence Award.
- LLCC’s Student Recognition Ceremony will be held April 30, 2013 and the Adult Education Recognition Ceremony will be on May 15, 2013.
- Commencement will take place Friday evening, May 17, 2013 at the Prairie Capital Convention Center.
- Holly Black, who will be the Commencement Student Speaker, and Student Trustee, Colin Heshmat were named as LLCC’s Representatives on the Phi Theta Kappa All-Illinois Academic Team.
- LLCC continues to monitor State budget funding and pension reform discussions as the College works through its budgeting process.

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* - None

J. *Foundation Report* - None

K. *Other Board Members’ Reports* - None

V. Strategic Discussion - None

VI. Executive Session

MOTION NO. 4-24-13-4:

Mr. Ramage moved to hold an executive session for the purposes of discussing personnel issues, collective bargaining, real estate, student discipline, pending or imminent legal issues. Mr. Findley seconded.

Those members voting aye were Ms. Edwards, Mr. Findley, Mr. Belville (advisory), Mr. Ramage, Mr. Reichert, Mr. Rosenthal and Mr. Wesley. PASSED

VII. Actions from Executive Session

MOTION NO. 4-24-13-5:

Mr. Ramage moved to approve Dr. Warren's contract extension through the 2017-2018 academic year at a base 2013-2014 salary of $218,560, which reflects a 2.9% raise, comparable to all other administrators, faculty and staff raises. Mr. Reichert seconded.

Those members voting aye were Ms. Edwards, Mr. Findley, Mr. Belville (advisory), Mr. Ramage, Mr. Reichert, Mr. Rosenthal and Mr. Wesley. PASSED

MOTION NO. 4-24-13-6:

Mr. Wesley moved to approve the attached employment recommendations. Mr. Findley seconded.

Those members voting aye were Ms. Edwards, Mr. Findley, Mr. Belville (advisory), Mr. Ramage, Mr. Reichert, Mr. Rosenthal and Mr. Wesley. PASSED

AGENDA ITEM II.A

I. Adjournment

The meeting adjourned at 7:27 p.m.

Chairman Edwards

Secretary Findley

AGENDA ITEM II.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratification of Out-of-State Travel

DATE: April 24, 2013

Name	Meeting	Location	Date	Account	Amount
Kuhn-Schnell, Tamara	Association of College and Research Libraries	Indianapolis, IN	April 9-13, 2013	Administrative	$907
Roehrs, Mark	Organization of American Historians 2013 Annual Meeting	San Francisco, CA	April 11-14, 2013	Faculty Development and Faculty Allocation	$1,657

AGENDA ITEM II.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Out-of-State Travel

DATE: April 24, 2013

Name	Meeting	Location	Account	Amount
Bernahl, Joni	Association Supporting Computer Users in Education	Myrtle Beach, SC	Administrative	$1,231
Goetsch, Peggy	Presentation on Discovery of the Higgs Boson	Princeton, NJ	Faculty Allocation	$400
Hudson, Paul & Black Student Union (Approx. 6 Students)	Historically Black Colleges and Universities Academic Visit	Jefferson City, MO	Club Trip	$1,478*
Jaramillo, John Paul	Yale Writers Conference	New Haven, CT	Faculty Development and Faculty Allocation	$5,825
Kamholz, Doug; Walk, Sheila; Kramer, Ann and CEW 120-03A, 03B, ALL2 (Approx. 30 Students)	Wright Off The Farm, An Iowa Architecture Adventure	Cedar Falls, IA	Community Education Class Trip	$10,220**
Lima, Phil	2013 Multi-Hazard Emergency Planning for Higher Education	Evansville, IN	Staff Development	$184
Ramirez-Campbell, Christine; Kramer, Ann and CEW 120-01A, 01B, ALL1 (Approx. 30 Students)	Yes, World Class Art, Architecture and Fun In Arkansas!	Bentonville, AR	Community Education Class Trip	$11,850**
Till, Theresa	National Teaching Institute and Critical Care Nursing Exposition	Boston, MA	Faculty Development and Faculty Allocation	$2,587
Watkins, Danyle	National Association for the Education of Young Children and Professional Development Institute Conference	San Francisco, CA	Faculty Allocation and Restricted	$2,499

**Club Funds*
***Student Fees*

AGENDA ITEM II.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Employment Recommendations

DATE: April 24, 2013

We recommend the following personnel actions:

FACULTY

A. Approve the employment, pending the successful outcome of the criminal background check and drug screen, of Ms. Tameka Johnson as English Instructor. Ms. Johnson earned a MA and BA in English from Eastern Illinois University. She most recently taught at Parkland College. Her employment will be effective August 22, 2013, and placement will be on Column Masters, Step 4 of the 2013-14 faculty salary schedule. A copy of her curriculum vitae is attached.