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, July 31, 2013 at 5:08 p.m. in the Robert H. Stephens Room of the main campus with Chairman Reichert presiding.

I. Preliminary Matters

A. Roll Call

Members present were Mr. Reichert, Mr. Rosenthal, Mr. Fulgenzi, Mr. Shackelford, Mr. Findley and Mr. Belville. Mr. Gray joined the meeting in progress and Mr. Wesley was absent.

B. Pledge of Allegiance

Chairman Reichert led the audience in the pledge of allegiance.

C. Adoption of Agenda of the July 31, 2013 Meeting

MOTION NO. 7-31-13-1:

Mr. Findley moved to adopt the agenda of July 31, 2013 meeting. Mr. Shackelford seconded.

Those members voting aye were Mr. Reichert, Mr. Rosenthal, Mr. Fulgenzi, Mr. Shackelford, Mr. Findley and Mr. Belville (advisory). PASSED

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II. Consent Agenda

MOTION NO. 7-31-13-2:

Mr. Shackelford moved to:

- approve the minutes of the Regular Meeting of June 26, 2013;
- ratify payments of weekly of checks issued during June 2013;
- approve out-of-state travel for the attached list of employees;
- approve the Addendum with Lincoln Prairie Behavioral Health Center in Springfield;
- ratify grant agreement with the Illinois Green Economy Network in the amount of $72,676.46;
- transfer $75,000 from the Parking Lot Sealing and Striping Project to the Athletic Fields Improvement Project and ratify the listed change order in the amount of $43,373.00 for the Athletic Fields Improvement Project as presented; and
- ratify the listed change order in the amount of $1,348.80 for the New Generation Plant project as presented.

Mr. Fulgenzi seconded.

Those members voting aye were Mr. Reichert, Mr. Rosenthal, Mr. Fulgenzi, Mr. Shackelford, Mr. Findley and Mr. Belville (advisory). PASSED

III. Action Agenda

A. *Policies*

1. Revision of Board Policy 8.1 – Classifications of Employees

Dr. Warren stated Board Policy 8.1 - Classifications of Employees was introduced for a first reading in June and is presented tonight seeking approval. She explained changing this policy allows LLCC requirements to be in line with the Patient Protection and Affordable Care Act (PPACA) by defining the classifications that are used for all College employees. These classifications provide clarification of employee eligibility for the College benefit package and those eligible for health insurance coverage only, under the PPACA mandate.

MOTION NO. 7-31-13-3:

Mr. Findley moved to approve Board Policy 8.1 – Classifications of Employees. Mr. Rosenthal seconded.

Those members voting aye were Mr. Reichert, Mr. Rosenthal, Mr. Fulgenzi, Mr. Shackelford, Mr. Findley and Mr. Belville (advisory). PASSED

Mr. Gray joined the meeting at 5:14 pm.

2. New Board Policy – Children on Campus

Dr. Warren stated this proposed new Board Policy is presented tonight seeking approval, after submission in June for a first reading. Per a prior request, Dr. Warren provided Board members a procedural draft from the committee established to develop the guideline procedures for this new policy. She noted committee members expressed their belief that this policy provides faculty members administrative support and a course of action, while allowing flexibility in special circumstances.

MOTION NO. 7-31-13-4:

Mr. Findley moved to approve Board Policy 5.45 – Children on Campus. Mr. Shackelford seconded.

Those members voting aye were Mr. Reichert, Mr. Rosenthal, Mr. Shackelford, Mr. Findley, Mr. Gray and Mr. Belville (advisory). Mr. Fulgenzi voted no. PASSED

B. Academic Services Division Items - None

C. Student Services Division Items – None

D. Administrative Services Division Items

1. Tentative Fiscal Year 2014 Budgets

Dr. Warren stated the Tentative Fiscal Year 2014 Operating Budget has changed since the June 26th Budget Workshop due to an almost $500,000 reduction of equalization money which is allocated through the Illinois Community College Board's District

Budget. Mr. Vertrees addressed the Board explaining the following changes have been made:

- Increased the Base Operating Grant by $31,027
- Decreased Equalization by $484,178
- Increased Property Tax Revenue by $43,100 due to EAV confirmation from all counties
- Budgeted a Special Initiative Transfer totaling $148,300
- Increased Indirect Cost Revenue by $40,000 back to FY13 levels
- Reduced supplies, utilities, employee benefits and capital outlay by $221,751

Mr. Vertrees stated implementing these changes allows LLCC to present a balanced FY 2014 Tentative Budget and as required by law, request placing the Operating Funds (Education and Operations and Maintenance Funds) Budget on file for public review with anticipation of presenting a final Budget for approval in September.

MOTION NO. 7-31-13-5:

Mr. Gray moved to place on file for at least thirty days, for public review, the Tentative Fiscal Year 2014 Operating Budget. Mr. Rosenthal seconded.

Those members voting aye were Mr. Reichert, Mr. Rosenthal, Mr. Fulgenzi, Mr. Shackelford, Mr. Findley, Mr. Gray and Mr. Belville (advisory). 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 commented this item indicates a number of hires, with a few vacancies remaining. She explained the hires under Professional are the result of internal movement and that the salary grade change is part of the Business Office restructuring, while the Title Change allows the position to be more accurately identified.

b. Construction Progress Update

Dr. Warren stated Board members approved change orders for the Athletic Fields Improvement Project and the New Generation Plant Project, earlier in the Consent Agenda portion of the meeting. She also commented anyone arriving on campus will notice the Front Entry Way and Parking Lot Striping and Resurfacing projects are fully underway.

4. Information Technology Systems – None

5. Workforce Development and Community Education - None

6. Executive Division

a. Review of Agenda Master Calendar

Request for adoption of the FY 2014 Final Operating Budget will be presented in September. Dr. Warren stated off-campus locations are being explored for the October 2013 Board meeting.

B. President's Report

Dr. Warren reported the Summer semester is almost complete and the Fall 2013 semester begins on August 24. Fall enrollment numbers change daily with the number of credit hours generated also continuously changing. However, summer ended with enrollment credit hours remaining steady with last year. LLCC's Public Relations and Marketing Department plan a communication blitz encouraging students to register for Fall classes.

Board members will be invited to an event, officially announcing the Workforce Careers Center's LEED Silver Certification and placement of a recognition plaque, while highlighting LLCC's other green initiatives.

LLCC will be publishing advertisements in several print venues seeking comments about the College, from the public and the business community, in preparation for a November accreditation visit, by a team representing the Higher Learning Commission

of the North Central Association. The comments should be related to substantive matters associated to the quality of the College and its academic program and will be submitted directly to The Higher Learning Commission.

Lincoln Land Community College's College for Kids Program has enrolled a record number of 510 children in its fifth year of operation.

LLCC's Police Department in conjunction with the UIS Police Department, orchestrated a simulated joint table-top disaster earlier this month to facilitate sharing knowledge and resources, in emergency situations.

A reception was held in the Trutter Museum on July 14, 2013 showcasing the new "*L. Philip Trutter: A Retrospect 1913-2000*" exhibit, commemorating Mr. Trutter's 100th birthday.

The LLCC Motorsports Show held on June 28 and 29, 2013 included 160 vehicles in 39 classes. Proceeds benefit the Motorsports Club and LLCC automotive students.

The Director of LLCC's Illinois Small Business Development Center, Kevin Lust, accepted a $25,000 donation from the Growth Corporation, a nonprofit organization. The donation was made to assist small business in Central Illinois.

LLCC's Green Center was highlighted in the Springfield Art Association's Paint the Street Fest, held on July 20, 2013 in downtown Springfield.

The following LLCC faculty and staff received first place honors in the Springfield Area Arts Council's "On My Own Time" art exhibit: Michelle Burger, Christine Ramirez-Campbell, Jessica Gottstein, Tricia Hardway, Chris McDonald, Ryan Roberts, Leslie Stalter and Greg Walbert.

Janice Lovekamp, Program Director of LLCC's Surgical Technology Program, has been named an On-Site Evaluator for The Accreditation Review Council on Education in Surgical Technology and Surgical Assisting.

The Springfield Business Journal named Craig McFarland, LLCC Financial Aid Advisor, to their "Forty Under 40" list of community leaders.

Lynn Whalen, Executive Director of Public Relations and Marketing, has been appointed Director-at-Large on the Board of the National Council of Marketing and Public Relations (NCMPR), which is an affiliate of the American Association of Community Colleges.

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

Lesley Frederick, Vice President of Student Services and Rich Vertrees, Vice President of Administrative Services provided a PowerPoint presentation on the LLCC Dashboard, which illustrates and measurers Key Performance Indicators for the College's Strategic Plan. Ms. Frederick reviewed Goal 4 – Community Engagement and Goal 6 – Operational Strength, explaining each goal's components and their range of measurement. Mr. Vertrees reviewed Goal 5 – Financial Strength, also explaining the components and measurement ranges which support this goal.

VI. Executive Session

MOTION NO. 7-31-13-6:

Mr. Gray 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. Shackelford seconded.

Those members voting aye were Mr. Reichert, Mr. Rosenthal, Mr. Fulgenzi, Mr. Shackelford, Mr. Findley, Mr. Gray and Mr. Belville (advisory). PASSED

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VII. Actions from Executive Session

MOTION NO. 7-31-13-7:

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

Those members voting aye were Mr. Reichert, Mr. Rosenthal, Mr. Fulgenzi, Mr. Shackelford, Mr. Findley, Mr. Gray and Mr. Belville (advisory). PASSED

MOTION No. 7-31-13-8:

Mr. Gray 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):

the regular Board meeting of January 23, 2013;
the regular Board meeting of February 27, 2013;
the regular Board meeting of March 27, 2013;
the regular Board meeting of April 24, 2013;
the regular Board meeting of May 22, 2013; and
the regular Board meeting of June 26, 2013.

Mr. Findley seconded.

Those members voting aye were Mr. Reichert, Mr. Rosenthal, Mr. Fulgenzi, Mr. Shackelford, Mr. Findley, Mr. Gray and Mr. Belville (advisory). PASSED

MOTION No. 7-31-13-9:

Mr. Gray moved 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 of January 23, 2013, authorized destruction date – July 24, 2014;
>
> Regular Board meeting of February 27, 2013, authorized destruction date – August 28, 2014;
>
> Regular Board meeting of March 27, 2013, authorized destruction date – September 28, 2014;
>
> Regular Board meeting of April 24, 2013, authorized destruction date – October 25, 2014;
>
> Regular Board meeting of May 22, 2013, authorized destruction date – November 23, 2014; and
>
> Regular Board meeting of June 26, 2013, authorized destruction date – December 27, 2014.

Mr. Findley seconded.

Those members voting aye were Mr. Reichert, Mr. Rosenthal, Mr. Fulgenzi, Mr. Shackelford, Mr. Findley, Mr. Gray and Mr. Belville (advisory). PASSED

In response to a question from Trustee Fulgenzi, a discussion was held regarding the development and implementation of Board policy and the extent to which administrative procedure may allow for flexibility in respect to the enforcement of Board policy. The Board consensus was that policies must be as precisely drawn as possible in order to establish standards, and that College practice should continue to allow for reasonable enforcement flexibility in extenuating circumstances.

VIII. Adjournment

The meeting adjourned at 7:35 p.m.

Chairman Reichert

Secretary Wesley

AGENDA ITEM II.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Out-of-State Travel

DATE: July 31, 2013

Name	Meeting	Location	Account	Amount
Blevins, Joel	National Learning Center Association	Charleston, SC	Professional Development	$1,670
Butzow, Dean	Pro Geographer Field Camp	Grand Junction, CO	Paid by Foundation	$1,800
Campbell, Jill	National Storytelling Festival	Jonesborough, TN	Faculty Allocation	$628
Clevenger, Julie	National Learning Center Association	Charleston, SC	Administrative Travel	$1,670
Gray, Kent	Association of Community College Trustees	Seattle, WA	Board Travel	$2,045
Maskey, Cynthia	National Organization for Associate Degree Nursing Convention	Reno, NV	Paid by National Organization for Associate Degree Nursing Convention	$0
Warren, Charlotte	Association of Community College Trustees	Seattle, WA	Administrative Travel	$2,045
Wesley, Jerry	Association of Community College Trustees	Seattle, WA	Board Travel	$2,045

AGENDA ITEM II.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Employment Recommendations

DATE: July 31, 2013

We recommend the following personnel actions:

ADMINISTRATIVE

A. Retirements

NAME	POSITION	DEPARTMENT	EFFECTIVE DATE
Mary Warren	Director, Advising & Counseling	Advising & Counseling	09/30/13

B. Approve the employment, pending the successful outcome of the criminal background check and drug screen, of Ms. Lisa Collier as Assistant Vice President, Financial Aid. Ms. Collier earned a Masters of Science in Organization and Management from Capella University and a BS in Organizational Leadership from Greenville College. She most recently served as the Director of Financial Aid/Veterans Services and Coordinator of Kaskaskia College Foundation at Kaskaskia College. Her employment will be effective August 1, 2013, and placement will be on Salary Grade N. A copy of Ms. Collier's resume is attached.

C. Approve the employment of Mr. Dave Bretscher as Director, Facilities. Mr. Bretscher has served as the Maintenance Operations Supervisor at LLCC since 2009. He is currently serving as the Interim Director, Facilities. His employment will be effective August 1, 2013, and placement will be on Salary Grade L. A copy of Mr. Bretscher's resume is attached.