**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, August 28, 2013 at 5:10 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. Rosenthal, Mr. Wesley, Mr. Shackelford, Mr. Findley, Mr. Belville, and Mr. Reichert. Mr. Fulgenzi and Mr. Gray joined the meeting in progress.

### *B. Pledge of Allegiance*

Chairman Reichert led the audience in the pledge of allegiance.

### *C. Adoption of Agenda of the August 28, 2013 Meeting*

**MOTION NO. 8-28-13-1:**

Mr. Rosenthal moved to adopt the agenda of August 28, 2013 meeting. Mr. Findley seconded.

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

Mr. Gray joined the meeting at 5:12 p.m.

*D. Introductions and Recognitions*

1. Introduction of new Faculty Members

Dr. Tepatti, Vice President of Academic Services introduced the following new Faculty members and provided a brief synopsis on each:

- Tameka Johnson, English (EGL)
- Michael Meyers, Respiratory Care (RCP)
- Colin Suchland, Sociology (SOC)
- Anthony Tate, Biology (BIO)

Dr. Tepatti stated Automotive Technology Instructor, Brian Earley, was unable to attend the Board meeting due to another commitment, but she provided the Board with his background synopsis.

Chairman Reichert welcomed the new Faculty members.

## II. Consent Agenda

**MOTION NO. 8-28-13-2:**

Mr. Gray moved to:

- approve the minutes of the Regular Meeting of July 31, 2013;
- ratify payments of bi-monthly of checks issued during July 2013 and ratify, subject to audit, the June 30, 2013 and July 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;
- ratify the attached resolution permanently transferring $158,446.30 from the Education Fund to the Restricted Fund, $320,789.97 from the Education Fund to the Auxiliary Fund, and $744,326.33 from the Operations and Maintenance Fund to the Operations and Maintenance Restricted Fund;
- approve a purchase order to Peoria Charter to provide transportation for our Fall and Winter Athletic Travel in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2014-3;

- approve the payment of the CARLI Database and I-Share Assessment Membership Fees and the purchase of 18 electronic databases and link resolver;
- approve the purchase of print periodical subscriptions and electronic journals through EBSCO;
- approve the Clinical Site Agreement with Barnes-Jewish Hospital; and ratify the contract with Ameren Energy Resources for $22,650;
- approve the Annual Maintenance Contract for the PBX phone system with AT&T at a total cost of $29,165.77;
- approve the annual CDW-G Microsoft Campus Software and Server Agreements at a total cost of $57,827; and
- ratify grant agreement with the Illinois Community College Board for $416,320.

Mr. Shackelford seconded.

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

**III. <u>Action Agenda</u>**

*A. Policies* – None

*B. Academic Services Division Items* - None

*C. Student Services Division Items* – None

*D. Administrative Services Division Items* - None

*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

An amended Agenda Item IV.A.3.a, Position Vacancies and Hires, is presented due to the recent filling of several positions.

Mr. Fulgenzi joined the meeting at 5:17 p.m.

    b. Construction Progress Update

Dr. Warren stated installation of the new front entryway sign is progressing well, providing a pleasant entrance to the main campus. She also noted a smaller sign has been installed on the entry drive near the Workforce Careers Center, and a third sign which will be placed in the boulevard along Toronto Road. Trustee Wesley and Dr. Warren continue to work with Senator Manar to move forward the pending state bond sale for the Sangamon Hall renovation which houses the Theatre program.

4. Information Technology Systems – None

5. Workforce Development and Community Education - None

6. Executive Division

    a. Review of Agenda Master Calendar

The September 25, 2013 Board of Trustees meeting will not include a Strategic Discussion; allowing Trustees additional time to conduct their Annual Board Evaluation, following the conclusion of the regular meeting. Mr. Michael Monaghan, Executive Director of the Illinois Community College Trustees Association will assist in facilitating the Board's Evaluation process.

*B. President's Report*

Dr. Warren reported the fall semester began on Saturday, August 24, 2013, and is in full swing. Exciting visible changes include the new entrance way signage, new sidewalks, new boulevard banners, and repaved roadways; all of which provide a positive and welcoming image to LLCC students and the community.

Another new feature is the interactive digital screens that have been installed in Menard Hall, Sangamon Hall, the Workforce Careers Center and in the A. Lincoln Commons.

These screens provide a continuous display of campus information, events, news, maps and weather.

The front portion of Menard Hall has also undergone some changes and updates including; new display plaques for Board members' photos and for photos of LLCC's award winning students and staff. Other improvements include revamping the Foundation's Circle of Friends Recognition Plaque and prominently displaying LLCC's Mission/Vision/Values/Goals. Dr. Warren stated these improvements assist in recognizing quality performance on our campus.

Cass Gymnasium improvements include the installation of new bleachers and new carpeting in the Fitness Center.

LLCC's Convocation kicked-off the new academic year for all faculty and staff on Friday, August 23, 2013. Information was presented on AQIP and LLCC's Accreditation Process, LLCC's Continuous Quality Improvement (CQI) Project, Student Engagement and Satisfaction Survey Results, LLCC's "Grow Beyond" Foundation Endowment Campaign, and the LLCC Connect Emergency Messaging System. Convocation concluded with Dr. Warren's address titled, "The Future: Imagination, Disruption, Transformation" highlighting the challenging times ahead for LLCC and community colleges in general.

On August 21, 2013, a "New Student Lunch" was debuted with more than 400 students in attendance. Professor of Speech, Dr. Claire Gordon, Student Trustee, Garrett Belville, SGA President, Karla Martin and Phi Theta Kappa, Vice President Virginia Moore each addressed the group.

LLCC's new Student Orientation has proven to be highly successful with more than 2,000 participants since its inception.

Fall enrollment numbers continue to fluctuate during the first week of classes, but appear to be down slightly, around 1%.

Officials from Ashikaga Junior College visited LLCC on August 26, 2013, meeting with Dr. Warren and other administrators to discuss ongoing collaborations and then toured the campus. Their tour included visiting an Organic Chemistry class, Physics, Nursing and Chemistry Labs, English as a Second Language (ESL) classroom, and the LLCC's Child Development Center.

LLCC's Lady Loggers Volleyball Team has been ranked 12$^{th}$ in the NJCAA poll released earlier this month. This is notably the Volleyball Team's highest preseason ranking ever.

Dr. Warren, Vice President Lesley Frederick, and Vice President Dr. Eileen Tepatti had the opportunity to participate in Springfield School District 186 Focus Groups, created to seek input as they begin their search process for a new Superintendent.

The first phase of ongoing plans to update LLCC's telephone and internet system is complete and supports an annual savings of $45,000. It is believed LLCC will see a $200,000 annual savings when this project is complete.

*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*

Mr. Wesley reminded other Trustees of the September 13 and 14, 2013 Illinois Community College Trustees Association (ICCTA) meeting which will be held in Springfield.

## V. <u>Strategic Discussion</u>

A. Presentation on LLCC's Accreditation Process

Dr. Tricia Kujawa and Dr. Chris McDonald, Co-Chairs of the Academic Quality Improvement Program (AQIP) Steering Committee presented a summary of LLCC's Higher Learning Commission Accreditation process, explaining the AQIP Cycles of Improvement which include:

- Yearly – Annual Update and Action Projects
- Every Four Years – Systems Portfolio and Feedback Report
- Every Seven Years – Reaffirmation of Accreditation and Quality Checkup

## VI. Executive Session

**MOTION NO. 8-28-13-3:**

Mr. Fulgenzi 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 Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi, Mr. Shackelford, Mr. Findley, Mr. Gray, Mr. Belville (advisory), and Mr. Reichert. PASSED

## VII. Actions from Executive Session

**MOTION NO. 8-28-13-4:**

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

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

## VIII. Adjournment

The meeting adjourned at 6:35 p.m.

Chairman Reichert

Secretary Wesley

**AGENDA ITEM II.A**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren
President

**SUBJECT:** Ratification of Out-of-State Travel

**DATE:** August 28, 2013

| Name | Meeting | Location | Date | Account | Amount |
|---|---|---|---|---|---|
| Bradley, Pamela | Interview WWII Nurse for Research History Class | Minneapolis, MN | August 4-7, 2013 | Paid by Foundation | $0 |
| Dietz, Jim & Volleyball Team (Approx. 13 Students) | Trip to Florida | Jacksonville, FL | August 22-25, 2013 | Team Travel | $3,540* |
| Nichols,Judy | Teaching Professor Conference | New Orleans, LA | May 30-June 2, 2013 | Faculty Development | $1,500 |

**Institutional Funds*

**AGENDA ITEM II.A**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren
President

**SUBJECT:** Approval of Out-of-State Travel

**DATE:** August 28, 2013

| Name | Meeting | Location | Account | Amount |
|---|---|---|---|---|
| Beckmier,Craig and ABM 150 (Approx.8 Students) | National Barrow Show | Austin, MN | Club Trip | $750*** |
| Beckmier,Craig and ABM 150 (Approx.8 Students) | Wichita Livestock Expo | Wichita, KS | Club Trip | $820*** |
| Beckmier,Craig and ABM 150 (Approx.16 Students) | Stockman/Boilermaker Classic | West Lafayette, IN | Club Trip | $1,020*** |
| Beckmier,Craig and ABM 150 (Approx.8 Students) | American Royal | Kansas City, MO | Club Trip | $820*** |
| Beckmier,Craig and ABM 150 (Approx.8 Students) | North American Livestock Expo | Louisville, KY | Club Trip | $900*** |
| Beler, Sharon | National Association of Student Personnel Association Law & Policy Council | Newport, RI | Administrative | $1,675 |
| Bellville, Garrett | Association of Community College Trustees | Seattle, WA | Board Travel | $2,045 |
| Cox, Dave & BIO 209 (Approx. 12 Students) | Belize Trip | Belize | Student Trip | $22,200* |
| Dietz, Jim & Volleyball Team (Approx. 13 Students) | Trip to Iowa | Marshalltown, IA | Team Travel | $1,500** |

| | | | | |
|---|---|---|---|---|
| Dietz, Jim & Volleyball Team (Approx. 13 Students) | Trip to Iowa | Fort Dodge, IA | Team Travel | $1,530** |
| Findley, Craig | Association of Community College Trustees | Seattle, WA | Board Travel | $2,045 |
| Fulgenzi, Jeff | Association of Community College Trustees | Seattle, WA | Board Travel | $2,045 |
| Maskey, Cynthia | Accreditation Commission Education Nursing Appeal Panel | Atlanta, GA | Paid by Accreditation Commission Education Nursing | $0 |
| Maskey, Cynthia | Accreditation Commission Education Nursing Site Visit | Seattle, WA | Paid by Accreditation Commission Education Nursing | $0 |
| Reichert, Justin | Association of Community College Trustees | Seattle, WA | Board Travel | $2,045 |
| Rosenthal, Wayne | Association of Community College Trustees | Seattle, WA | Board Travel | $2,045 |
| Shackelford, Dennis | Association of Community College Trustees | Seattle, WA | Board Travel | $2,045 |
| Warren, Charlotte | Council of North Central Two-Year Colleges | Bloomington, MN | Administrative Travel | $1,181 |

**Student Fees*
***Fundraising*
****Institutional Funds & Club Funds*

**AGENDA ITEM II.A**

**RESOLUTION**
**AUTHORIZING THE TRANSFER OF THE FOLLOWING FUNDS**

**WHEREAS,** the Board of Trustees of Community College District No. 526, Counties of Bond, Cass, Christian, DeWitt, Fayette, Greene, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Sangamon, Scott and State of Illinois budgeted for the transfer of funds; and

**WHEREAS,** the amount of FY 2013 budgeted education funds is $479,236.27.

**WHEREAS,** the amount of FY 2013 budgeted operation and maintenance funds is $744,326.33

**WHEREAS**, the Public Community College Act provides authorization for the transfer of excess funds in the Operating Funds to the Restricted Fund, Auxiliary Fund and Operations and Maintenance Restricted Fund: and

**NOW, THEREFORE BE IT RESOLVED**, that the Treasurer of this District is hereby directed to transfer $158,446.30 from the Education to the Restricted Fund, $320,789.97 from the Education to the Auxiliary Fund, and $744,326.33 from the Operations and Maintenance Fund to the Operations and Maintenance Restricted Fund.

Signature _____
(Board Chair)

Witness _____
(Board Secretary)

**AGENDA ITEM II.A**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren
President

**SUBJECT:** Employment Recommendations

**DATE:** August 28, 2013

We recommend the following personnel actions:

**ADMINISTRATIVE**

A. Retirements

| NAME | POSITION | DEPARTMENT | EFFECTIVE DATE |
|---|---|---|---|
| Bill Callaway | Director, Associate Degree Radiography Program | Health Professions | 05/29/14 |

B. Approve the transfer of Ms. Janet Semanik, Director of Development, to the newly-created, professional position of Development Specialist – 32 hours/week, effective November 1, 2013.