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, October 23, 2013 at Hillsboro Area Hospital, 1200 East Tremont Street, Hillsboro, IL beginning at 6:15 p.m. with Chairman Reichert presiding.

I. Preliminary Matters

A. Roll Call

Members present were Mr. Shackelford, Mr. Findley, Mr. Belville, Mr. Rosenthal, Mr. Wesley and Mr. Reichert. Mr. Fulgenzi and Mr. Gray were absent

B. Pledge of Allegiance

Chairman Reichert led the audience in the pledge of allegiance.

C. Adoption of Agenda of the October 23, 2013 Meeting

MOTION NO. 10-23-13-1:

Mr. Findley moved to adopt the agenda of the October 23, 2013 meeting. Mr. Shackelford seconded.

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

D. Introductions and Recognitions

Mr. Scott Stallman, Executive Director of the Educational Service Area comprising Hillsboro, Litchfield and Taylorville welcomed members of the Hillsboro Area Hospital Board, the Southern Region Advisory Board, Mayor Downs and other prominent community members. Mr. Stallman provided an

overview of the Educational Service Area, reviewing data on enrollment, Dual Credit, Dual Enrollment, and the HEAT (Higher Education Academic Transfer) and PACT (Professional Accelerated Career Training) programs. Dr. Cynthia Maskey, Dean of Health Professions then provided an overview on the history of LLCC Hillsboro and its courses and programs.

E. Hearing of Citizens – None

II. Consent Agenda

MOTION NO. 10-23-13-2:

Mr. Shackelford moved to:

- approve the minutes of the Regular Meeting of September 25, 2013;
- ratify payments of bi-monthly checks issued during September 2013 and ratify, subject to audit, the September 30, 2013 Treasurer's Report;
- approve out-of-state travel for the attached list of employees;
- ratify the purchase of hardware from Dell for the upgrade of the Blackboard Infrastructure in the amount of $34,340;
- ratify the purchase of a Module and Licenses from Ellucian at a cost of $38,950;
- approve the agreement with the American Lung Association and approve the agreement with the American Red Cross;
- ratify the Dual Credit Enhancement Grant for $10,000; ratify the agreement with Sangamon County Community Resources for $27,031.10; ratify the Accelerating Opportunity Grant for $62,500;
- extend the LLCC Foundation Farm lease with Jems Family Farm, Inc. for a three-year period at a cash rent of $326 per acre with the terms and conditions of the farm lease agreement; and
- approve the Base Bid from Evan's Construction Co. in the aggregate amount of $292,000 for the Menard Hall Subsurface Settlement Remediation project at LLCC's Main Campus.

Mr. Findley seconded.

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

AGENDA ITEM II.A

III. Action Agenda

A. *Policies* - None

B. Academic Services Division Items

1. Approval of 2014-2015 and 2015-2016 Academic Calendars

Dr. Warren stated the proposed 2014 – 2015 and 2015 – 2016 Academic Calendars were developed by the Academic and Admissions Standards Team and are in-line with the approved calendars of the past few years.

MOTION NO. 10-23-13-3:

Mr. Wesley moved to approve the attached 2014 - 2015 and 2015 – 2016 Academic Calendars. Mr. Rosenthal seconded.

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

C. Student Services Division Items – None

D. Administrative Services Division Items

1. Approval of FY 2014 Protection Health and Safety Project

Vice President Vertrees stated authorization to submit one Protection, Health and Safety Project to the Illinois Community College Board is requested. This project request for the Taylorville campus is fairly extensive; allowing the original Administrative and Classroom Building to be renovated and brought up to code compliance.

MOTION NO. 10-23-13-4:

Mr. Rosenthal moved to approve the resolution authorizing submission of the listed Protection, Health and Safety Project to the Illinois Community College Board. Mr. Findley seconded.

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

2. FY 2013 External Audit

Vice President Vertrees introduced Mr. Chad Lucas from the firm of Sikich LLP, noting this is the third year, of a five year rotation cycle, Sikich LLP has conducted the LLCC Comprehensive Annual Audit. Mr. Lucas briefly reviewed the Comprehensive Annual Audit, Single Audit Report and Advisory Comments, noting this year's audit had only one finding which is included in the Single Audit report. The finding was associated with an employee's time sheet and the College has implemented changes to assure proper future documentation. LLCC will submit its financial information to the National Association of School Business Officials for the Certificate of Excellence in Financial Reporting. The College has been awarded a Certificate of Excellence Award for the past ten consecutive years.

MOTION NO. 10-23-13-5:

Mr. Wesley moved to receive and file the Fiscal year 2013 External Audit. Mr. Shackelford seconded.

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

There have been no updates to this item. It stands as presented.

    b. Construction Progress Update

Work continues on the Front Entry and we hope to have this completed in a month.

    c. Disposal of Obsolete Equipment

LLCC plans to donate several items that are either obsolete or no longer needed for current programs, rather than holding an auction to dispose of these items. It is believed that an auction would not be profitable for the College. A 1998 Ambulance will be donated to the Capital Area Career Center's EMS Program. A 1977 GMC Bus will be donated to the Springfield Fire Explorer's Program and several kitchen items will be donated to the Salvation Army.

4. Information Technology Systems – None

5. Workforce Development and Community Education – None

6. Executive Division

    a. Review of Agenda Master Calendar

This item stands as presented.

B. President's Report

Dr. Warren and Ms. Sanders, Executive Director of LLCC's Foundation, have been busy meeting with community members to discuss the Foundation's "Grow Beyond" endowment campaign.

Dr. Warren and LLCC Board members recently attended a very informative ACCT Leadership Congress in Seattle, Oregon.

LLCC's Institutional Improvement Day was held on Friday, October 4th with Goal 5 – Diversity and Cultural Competency as its main focus. SST Theater Group presented "Synergy From Others: Diversity on Campus" portraying a message of diversity and acceptance, followed by break-out sessions to promote further

discussion and opportunities for brainstorming around this goal. Departments spent the afternoon on the FY 2015 planning process.

Professional Development Day will be held on October 29, 2013 with the focus being a continuation of the Convocation theme of "Imagination, Disruption and Transformation". Author of "College (un)Bound, Jeffrey Selingo will be the keynote speaker. 2013 Pearson Master Teacher Award Recipient, Barb Bernardi will be the keynote speaker for the faculty evening session.

LLCC's Wellness program continues to grow with more than 200 participants in a Wellness Day screening on October 17, 2013.

October 10 and 11, 2013 LLCC hosted the Illinois College Automotive Instructors Association Fall Conference on the main campus. More than 150 Automotive Instructors from Illinois and surrounding states participated in the conference.

LLCC hosted the 41st Annual Illinois Association of Community College Biologist on October 11 and 12, 2013, with approximately 50 attendees. Dave Cox, Associate Professor of Biology serves as President of the organization.

The 10th Annual Multicultural Fest was held on October 2, 2013, with a variety of entertainment, ethic food samples, and cultural exhibits offered for students, faculty, staff and community members to enjoy.

LLCC's Campus Visit Day was held on October 14, 2013 with this year's theme being "See for Yourself!" Approximately 400 people attended, with both morning and evening session offered.

On October 16, 2013 approximately 200 6th graders from Rochester Intermediate School visited the main campus, learning about LLCC's Academic Programs. They toured the Workforce Careers Center, discovering the specialized program opportunities housed there.

LLCC is partnering with the City of Litchfield Economic Development Commission, the Montgomery County Economic Development Corporation and the Job Center of Litchfield to offer a free program to train Weatherization Specialist. The program will be held in November and December.

LLCC's Workforce division is offering a new training program targeting long-term unemployed individuals for training in transportation, distribution and logistics industry. The program will provide training in warehousing, logistics, forklift, and truck driver training. The program is free, with a requirement that participants must be dislocated from their previous job and be close to exhausting their unemployment benefits.

LLCC has partnered with Maldaner's Restaurant, assisting them in receiving an IGEN Renewable Energy Installation Grant. The Grant allowed Maldaner's to install rooftop solar panels and will allow LLCC students the opportunity to utilize the rooftop area and solar panels for future training.

The LLCC "Head Start" Ag Safety Program has won the 2013 Illinois Council of Community College Administrators (ICCCA) Innovation Award, which will be presented in November at the Annual ICCCA meeting. Assistant Professor of Agriculture, Rich Teeter, coordinated the program, which educates students about industry regulations and helps to reduce farm accidents.

LLCC Nursing students participated in a disaster simulation held at the Illinois Air National Guard facilities. Students posed as members of the Red Cross Response Team working at the simulation site, and an off-site triage center, set up at the local Salvation Army.

Professor of Business and Technologies, Christie Jahn Hovey, has co-authored a textbook entitled "Skills for Success with Microsoft Work 2013 Comprehensive".

LLCC's "I.E. Improv" which is comprised of students, who perform unscripted, uncensored comedy, will perform five shows during the Fall semester.

The LLCC Recital Series hosted Soprano, Mariah Kaplan, on October 20, 2013. Mariah has been a student of LLCC Adjunct Music Instructor, Sue Hamilton for nine years.

The James S. Murray Gallery featured an exhibit by Tracey Maras, entitled "Expressions in Pastel". Ms. Maras is also an Adjunct Faculty member in LLCC's Occupational Therapy Assistant program.

Filmmaker Eliaichi "Ellie" Kimaro presented a cultural program on October 14, 2013 discussing her personal award-winning documentary, "A Lot Like You."

LLCC's Volleyball team is currently ranked 10th in the NJCAA Division II poll, with a record of 28-4 and the LLCC Soccer team has a NJCAA ranking of 19, with their current 14-3 record.

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

Ms. Sanders, Executive Director of LLCC Foundation reported they have been extremely busy since the kick-off of the "Grow Beyond" Endowment Fund Campaign. Ms. Sanders recognized and thanked Mr. Ken Elmore, who has agreed to serve as the Southern Region "Grow Beyond" Committee Chair.

K. Other Board Members' Reports - None

V. <u>Strategic Discussion</u> - None

VI. <u>Executive Session</u>

MOTION NO. 10-23-13-6:

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

MOTION NO. 10-23-13-7:

Mr. Findley moved to return to open session. Mr. Rosenthal seconded.

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

AGENDA ITEM II.A

VII. Actions from Open/Executive Session

MOTION NO. 10-23-13-8:

Mr. Findley moved approve the attached employment recommendations. Mr. Rosenthal seconded.

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

VIII. Adjournment

MOTION NO. 10-23-13-9:

Mr. Findley moved to adjourn the meeting. Mr. Reichert seconded.

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

The meeting adjourned at 7:18 p.m.

Justin Reichert
Chairman Reichert

Jerry Wesley
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: October 23, 2013

Name	Meeting	Location	Account	Amount
Albert, Gary and Women's Basketball Team (Approx. 15 Students)	Basketball Trip to Louisiana	Eunice, LA	Team Travel	$3,252
Cox, Dave and BIO 209 (Approx. 15 Students)	BIO 209 HY Honors	Belize	Class Trip	$20,600*
Howerter, Wendy	American Board of Registration of Electroencephalographic and Evoked Potential Technologists	Pittsburgh, PA	Paid by American Board of Registration of Electroencephalographic and Evoked Potential Technologists	$0
Liesen, Diane	American Board of Registration of Electroencephalographic and Evoked Potential Technologists	Pittsburgh, PA	Paid by American Board of Registration of Electroencephalographic and Evoked Potential Technologists	$0
Liesen, Diane	Institute for Credentialing Excellence Annual Meeting	Amelia Island, FL	Paid by Institute for Credentialing Excellence	$0
Liesen, Diane	American Epilepsy Society	Washington, DC	Paid by American Epilepsy Society	$0
Lovekamp, Janice	Association of Surgical Technologists Instructors Forum	Savannah, GA	Administrative	$1,375
Maskey, Cynthia	Accreditation Commission for Education in Nursing Self Study Forum	Dallas, TX	Paid by Accreditation Commission for Education in Nursing	$0
Pietrzak, David and Aviation Club (Approx. 9 Students)	United States Air Force Museum Trip	Dayton, OH	Club Trip	$196**

Wagenblast, Judy	Road Scholar-Providers Conference	Boston, MA	Administrative	$1,047
Whalen, Lynn	National Council for Marketing and Public Relations	Columbus, OH	Administrative	$1,030

**Student Fees*
***Club Funds*

Fall, Mod I, Mod II and Short Semester 2014 Academic Calendars

No Class Days for Students:

September 1, 2014 - M - Labor Day *(college closed)*
October 10, 2014 - F - Institutional Improvement Day for college employees
November 4, 2014 - T - Professional Development Day for college employees
November 26-30, 2014 - W-SU - Thanksgiving Recess *(college closed)*
December 19, 2014 - January 2, 2015 - F - F - Winter Recess *(No Classes)*
December 20, 2014 - January 4, 2015 - S - SU -College Offices Closed

	Fall Semester 2014 Aug 22 - Dec 17, 2014	**Fall 2014 Module I Aug 23 - Oct 17, 2014**	**Fall 2014 Mod II Oct 18 - Dec 18, 2014**	**Short Semester 2014 Sept 20 - Dec 18, 2014**
New faculty orientation	Aug 21, 2014 - TH			
Convocation (all college employees)	Aug 22, 2014 - F			
Saturday classes begin	Aug 23, 2014 - S	Aug 23, 2014 - S	Oct. 18, 2014 - S	Sept 20, 2014 - S
Late registration begins	Aug 23, 2014 - S	Aug 23, 2014 - S	Oct. 18, 2014 - S	Sept 20, 2014 - S
Audit period	Aug 23-28, 2014 - S-TH	Aug 23-26, 2014 - S-T	Oct 18-21, 2014 - S-T	Sept 20-24, 2014 - S-W
Weekday classes begin	Aug 25, 2014 - M	Aug 25, 2014 - M	Oct 20, 2014 - M	Sept 22, 2014 - M
Last withdrawal date for tuition refund	Aug 28, 2014 - TH	Aug 26, 2014 - T	Oct. 21, 2014 - T	Sept 24, 2014 - W
Last day for adding classes (end of late registration)	Aug 29, 2014 - F	Aug 27, 2014 - W	Oct 22, 2014 - W	Sept 25, 2014 - TH
Labor Day (college closed)	Sept 1, 2014 - M	Sept 1, 2014 - M		
Institutional Improvement Day (no classes)	Oct 10, 2014 - F	Oct 10, 2014 - F		Oct 10, 2014 - F
Mid-semester or mid-module	Oct 17, 2014 - F	Sept 19, 2014 - F	Nov 14, 2014 - F	Oct 31, 2014 - F
Professional Development Day (no classes)	Nov 4, 2014 - T		Nov 4, 2014 - T	Nov 4, 2014 - T
Thanksgiving recess (college closed)	Nov 26-30, 2014 - W-SU		Nov 26-30, 2014 - W-SU	Nov 26-30, 2014 - W-SU
Classes resume	Dec 1, 2014 - M		Dec 1, 2014 - M	Dec 1, 2014 - M
Last withdrawal date for W grade	Dec 5, 2014 - F	Oct 3, 2014 - F	Dec 5, 2014 - F	Dec 5, 2014 - F
Graduation application deadline	Dec 1, 2014 - M		Dec 1, 2014 - M	Dec 1, 2014 - M
Classes end	Dec 12, 2014 - F	Oct 17, 2014 - F	Dec 12, 2014 - F	Dec 12, 2014 - F
Final examinations	Dec 13 - 18, 2014 S-TH	Oct 13-17, 2014 S-F (last 2 hours class meets)	Dec 13 - 18, 2014 S-TH	Dec 13 - 18, 2014 S-TH
Final grades due (noon)	Dec. 22, 2014 - M	Oct. 20, 2014 - M	Dec. 22, 2014 - M	Dec. 22, 2014 - M

Spring, Mod III, Mod IV, and Short Semester 2015 Academic Calendars

No Class Days for Students:

January 19, 2015 - M - Martin Luther King Jr. Day *(college closed)*

March 7-15, 2015 - S-SU - Mid-semester break *(college closed)*

March 24, 2015 - T - Professional Development Day for college employees

May 25, 2015 - M - Memorial Day *(college closed)*

	Spring Semester 2015 Jan 10 - May 15, 2015	**Spring 2015 Module III Jan 10 - Mar 6, 2015**	**Spring 2015 Module IV Mar 16 - May 15, 2015**	**Short Semester 2015 Feb 7 - May 15, 2015**
College offices open	Jan 5, 2015 - M			
Saturday classes begin	Jan 10, 2015 - S	Jan 10, 2015 - S		Feb 7, 2015 - S
Late registration begins	Jan 10, 2015 - S	Jan 10, 2015 - S	Mar 16, 2015 - M	Feb 7, 2015 - S
Audit period	Jan 10-15, 2015 - S-TH	Jan 10-13, 2015 - S-T	Mar 16-18, 2015 - M-W	Feb 7-11, 2015 - S-W
Weekday classes begin	Jan 12, 2015 - M	Jan 12, 2015 - M	Mar 16, 2015 - M	Feb 9, 2015 - M
Last withdrawal date for tuition refund	Jan 15, 2015 - TH	Jan 13, 2015 - T	Mar 18, 2015 - W	Feb 11, 2015 - W
Last day for adding classes (end of late registration)	Jan 16, 2015 - F	Jan 14, 2015 - W	Mar 19, 2015 - TH	Feb 12, 2015 - TH
Martin Luther King, Jr. Day (college closed)	Jan 19, 2015 - M	Jan 19, 2015 - M		
Commencement Participation Deadline	Apr 15, 2015 - W	Apr 15, 2015 - W		Apr 15, 2015 - W
Mid-semester or mid-module	Mar 6, 2015 - F	Feb 6, 2015 - F	Apr 10, 2015 - F	Mar 27, 2015 - F
Mid-semester break (college closed)	Mar 7-15, 2015 - S-SU			Mar 7-15, 2015 - S-SU
Classes resume	Mar 16, 2015 - M			Mar 16, 2015 - M
Professional Development Day (no classes)	Mar 24, 2015 - T		Mar 24, 2015 - T	Mar 24, 2015 - T
Graduation application deadline	May 1, 2015 - F		May 1, 2015 - F	May 1, 2015 - F
Last withdrawal date for W grade	May 1, 2015 - F	Feb 20, 2015 - F	May 1, 2015 - F	May 1, 2015 - F
Classes end	May 8, 2015 - F	Mar 6, 2015 - F	May 8, 2015 - F	May 8, 2015 - F
Final examinations	May 9-14, 2015 S-TH	Mar 2-6 2015 S-F (last 2 hours class meets)	May 9-14, 2015 S-TH	May 9-14, 2015 S-TH
Commencement	May 15, 2015 - F		May 15, 2015 - F	May 15, 2015 - F
Final grades due (noon)	May 18, 2015 - M	Mar 16, 2015 - M	May 18, 2015 - M	May 18, 2015 - M
Memorial Day (college closed)	May 25, 2015 - M		May 25, 2015 - M	May 25, 2015 - M

Summer Session, Mod V and Mod VI 2015 Academic Calendars

No Class Days for Students:
July 4, 2015 - S - Independence Day *(not observed since college closed)*

	Summer Session 2015 **Jun 8 - July 30, 2015**	**Mod V 2015** **Jun 8 - July 2, 2015**	**Mod VI 2015** **July 6 - July 30, 2015**
Commencement Participation Deadline	Apr 15, 2015 - W		
Classes begin	Jun 8, 2015 - M	Jun 8, 2015 - M	Jul 6, 2015 - M
Late registration begins	Jun 8, 2015 - M	Jun 8, 2015 - M	Jul 6, 2015 - M
Audit period	Jun 8-10, 2015 - M-W	Jun 8-9, 2015 - M-T	Jul 6-7, 2015 - M-T
Last withdrawal date for tuition refund	Jun 10, 2015 - W	Jun 9, 2015 - T	Jul 7, 2015 - T
Last day for adding classes (end of late registration)	June 11, 2015 - TH	Jun 10, 2015 - W	Jul 8, 2015 - W
Mid-session or mid-module	Jul 2, 2015 - TH	Jun 18, 2015 - TH	Jul 16, 2015 - TH
Independence Day (not observed since college closed)	Jul 4, 2015 - S	Jul 4, 2015 - S	
Graduation application deadline	Jul 15, 2015 - W		
Last withdrawal date for W grade	Jul 21, 2015 - T	Jun 24, 2015 - W	Jul 22, 2015 - W
Classes end	Jul 28, 2015 - T	Jul 1, 2015 - W	Jul 29, 2015 - W
Final examinations	Jul 29-30, 2015 - W-TH	Jul 2, 2015 - TH	Jul 30, 2015 - TH
Final grades due (noon)	Aug 3, 2015 - M	Jul 6, 2015 - M	Aug 3, 2015 - M

Fall, Mod I, Mod II and Short Semester 2015 Academic Calendars

No Class Days for Students:

September 7, 2015 - M - Labor Day *(college closed)*
September 25, 2015- F - Institutional Improvement Day for college employees
November 3, 2015 - T - Professional Development Day for college employees
November 25-29, 2015 - W-SU - Thanksgiving Recess *(college closed)*
December 18, 2015 - January 8, 2016 - F - F - Winter Recess *(No Classes)*
December 19, 2015 - January 3, 2016 - S - SU - College Offices Closed

	Fall Semester 2015 Aug 22 - Dec 17, 2015	**Fall 2015 Module I Aug 22 - Oct 16, 2015**	**Fall 2015 Mod II Oct 17 - Dec 17, 2015**	**Short Semester 2015 Sept 19 - Dec 17, 2015**
New faculty orientation	Aug 20, 2015 - TH			
Convocation (all college employees)	Aug 21, 2015 - F			
Saturday classes begin	Aug 22, 2015 - S	Aug 22, 2015 - S	Oct. 17, 2015 - S	Sept 19, 2015 - S
Late registration begins	Aug 22, 2015 - S	Aug 22, 2015 - S	Oct. 17, 2015 - S	Sept 19, 2015 - S
Audit period	Aug 22-27, 2015 - S-TH	Aug 22-25, 2015 - S-T	Oct 17-20, 2015 - S-T	Sept 19-23, 2015 - S-W
Weekday classes begin	Aug 24, 2015 - M	Aug 24, 2015 - M	Oct 19, 2015 - M	Sept 21, 2015 - M
Last withdrawal date for tuition refund	Aug 27, 2015 - TH	Aug 25, 2015 - T	Oct. 20, 2015 - T	Sept 23, 2015 - W
Last day for adding classes (end of late registration)	Aug 28, 2015 - F	Aug 26, 2015 - W	Oct 21, 2015 - W	Sept 24, 2015 - TH
Labor Day (college closed)	Sept 7, 2015 - M	Sept 7, 2015 - M		
Institutional Improvement Day (no classes)	Sept 25, 2015 - F	Sept 25, 2015 - F		Sept 25, 2015 - F
Mid-semester or mid-module	Oct 16, 2015 - F	Sept 18, 2015 - F	Nov 13, 2015 - F	Oct 30, 2015 - F
Professional Development Day (no classes)	Nov 3, 2015 - T		Nov 3, 2015 - T	Nov 3, 2015 - T
Thanksgiving recess (college closed)	Nov 25-29, 2015 - W-SU		Nov 25-29, 2015 - W-SU	Nov 25-29, 2015 - W-SU
Classes resume	Nov 30, 2015 - M		Nov 30, 2015 - M	Nov 30, 2015 - M
Last withdrawal date for W grade	Dec 4, 2015 - F	Oct 2, 2015 - F	Dec 4, 2015 - F	Dec 4, 2015 - F
Graduation application deadline	Dec 1, 2015 - T		Dec 1, 2015 - T	Dec 1, 2015 - T
Classes end	Dec 11, 2015 - F	Oct 16, 2015 - F	Dec 11, 2015 - F	Dec 11, 2015 - F
Final examinations	Dec 12 - 17, 2015 S-TH	Oct 10-16, 2015 S-F (last 2 hours class meets)	Dec 12 - 17, 2015 S-TH	Dec 12 - 17, 2015 S-TH
Final grades due (noon)	Dec. 21, 2015 - M	Oct. 19, 2015 - M	Dec. 21, 2015 - M	Dec. 21, 2015 - M

Spring, Mod III, Mod IV, and Short Semester 2016 Academic Calendars

No Class Days for Students:

January 18, 2016 - M - Martin Luther King Jr. Day *(college closed)*

March 5-13, 2016 - S-SU - Mid-semester break *(college closed)*

March 29, 2016 - T - Professional Development Day for college employees

May 30, 2016 - M - Memorial Day *(college closed)*

	Spring Semester 2016 Jan 9 - May 12, 2016	**Spring 2016 Module III Jan 9 - Mar 4, 2016**	**Spring 2016 Module IV Mar 14 - May 12, 2016**	**Short Semester 2016 Feb 6 - May 12, 2016**
College offices open	Jan 4, 2016 - M			
Saturday classes begin	Jan 9, 2016 - S	Jan 9, 2016 - S		Feb 6, 2016 - S
Late registration begins	Jan 9, 2016 - S	Jan 9, 2016 - S	Mar 14, 2016 - M	Feb 6, 2016 - S
Audit period	Jan 9-14, 2016 - S-TH	Jan 9-12, 2016 - S-T	Mar 14-16, 2016 - M-W	Feb 6-10, 2016 - S-W
Weekday classes begin	Jan 11, 2016 - M	Jan 11, 2016 - M	Mar 14, 2016 - M	Feb 8, 2016 - M
Last withdrawal date for tuition refund	Jan 14, 2016 - TH	Jan 12, 2016 - T	Mar 16, 2016 - W	Feb 10, 2016 - W
Last day for adding classes (end of late registration)	Jan 15, 2016 - F	Jan 13, 2016 - W	Mar 17, 2016 - TH	Feb 11, 2016 - TH
Martin Luther King, Jr. Day (college closed)	Jan 18, 2016 - M	Jan 18, 2016 - M		
Commencement Participation Deadline	Apr 15, 2016 - F	Apr 15, 2016 - F		Apr 15, 2016 - F
Mid-semester or mid-module	Mar 4, 2016 - F	Feb 5, 2016 - F	Apr 8, 2016 - F	Mar 25, 2016 - F
Mid-semester break (college closed)	Mar 5-13, 2016 - S-SU			Mar 5-13, 2016 - S-SU
Classes resume	Mar 14, 2016 - M			Mar 14, 2016 - M
Professional Development Day (no classes)	Mar 29, 2016 - T		Mar 29, 2016 - T	Mar 29, 2016 - T
Graduation application deadline	May 1, 2015 - SU		May 1, 2016 - SU	May 1, 2016 - SU
Last withdrawal date for W grade	Apr 29, 2016 - F	Feb 19, 2016 - F	Apr 29, 2016 - F	Apr 29, 2016 - F
Classes end	May 6, 2016 - F	Mar 4, 2016 - F	May 6, 2016 - F	May 6, 2016 - F
Final examinations	May 7-12, 2016 S-TH	Feb 27-Mar 6, 2016 S-F (last 2 hours class meets)	May 7-12, 2016 S-TH	May 7-12, 2016 S-TH
Commencement	May 13, 2016 - F		May 13, 2016 - F	May 13, 2016 - F
Final grades due (noon)	May 16, 2016 - M	Mar 14, 2016 - M	May 16, 2016 - M	May 16, 2016 - M
Memorial Day (college closed)	May 30, 2016 - M		May 30, 2016 - M	May 30, 2016 - M

Summer Session, Mod V and Mod VI 2016 Academic Calendars

No Class Days for Students:
July 4, 2016 - M - Independence Day *(college closed)*

	Summer Session 2016 **Jun 6 - July 28, 2016**	**Mod V 2016** **Jun 6 - 30, 2016**	**Mod VI 2016** **July 5 - July 28, 2016**
Commencement Participation Deadline	Apr 15, 2016 - F		
Classes begin	Jun 6, 2016 - M	Jun 6, 2016 - M	Jul 5, 2016 - T
Late registration begins	Jun 6, 2016 - M	Jun 6, 2016 - M	Jul 5, 2016 - T
Audit period	Jun 6-8, 2016 - M-W	Jun 6-7, 2016 - M-T	Jul 5-6, 2016 - T-W
Last withdrawal date for tuition refund	Jun 8, 2016 - W	Jun 7, 2016 - T	Jul 6, 2016 - W
Last day for adding classes (end of late registration)	June 9, 2016 - TH	Jun 8, 2016 - W	Jul 7, 2016 - TH
Mid-session or mid-module	Jun 30, 2016 - TH	Jun 16, 2016 - TH	Jul 14, 2016 - TH
Independence Day (college closed)	Jul 4, 2016 - M		
Graduation application deadline	Jul 15, 2016 - F		
Last withdrawal date for W grade	Jul 19, 2016 - T	Jun 22, 2016 - W	Jul 20, 2016 - W
Classes end	Jul 26, 2016 - T	Jun 29, 2016 - W	Jul 27, 2016 - W
Final examinations	Jul 27-28, 2016 - W-TH	Juu 30, 2016 - TH	Jul 28, 2016 - TH
Final grades due (noon)	Aug 1, 2016 - M	Jul 5, 2016 - T	Aug 1, 2016 - M

AGENDA ITEM II.A

Resolution to Approve Protection, Health, and Safety Project for Taylorville Code Compliance and Renovations

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Lincoln Land Community College District #526, is authorized to complete necessary projects dealing with health or safety of students, employees or visitors; and

WHEREAS, there is a need for repair and alteration of certain facilities of Lincoln Land Community College District #526; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to levy a tax to pay for such repairs or alterations upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05 percent per year for a period sufficient to finance such repairs and alteration; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects to sell protection, health and safety bonds, not to exceed 4.5 million dollars, for such repairs or alterations and levy a tax sufficient to retire said outstanding bond issue over a period of years; and

WHEREAS, the Board has received reports from a licensed professional architect or engineer that there are the following projects at Lincoln Land Community College which require repair and alterations, as defined in ICCB Rule 1501.601; and

WHEREAS, the project recommended for repair and alteration is Taylorville Code Compliance and Renovations in the amount of $1,900,541.

WHEREAS, the Board certifies this project meets the requirements of 805/3-20.3.01 of the Public Community College Act and is necessary for energy conservation, health or safety, environmental protection, or accessibility for the Disabled and is not a routine maintenance project.

AGENDA ITEM II.A

NOW, be it resolved by the Board of Trustees of Lincoln Land Community College District #526, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.

2. The physical facilities described in the project set forth above require alterations or repairs and are necessary to remove a health or safety hazard to students, employees, or visitors of Lincoln Land Community College District #526.

3. There are not sufficient funds available in the Operation and Maintenance Fund of Lincoln Land Community College District #526 to complete the project set forth above.

4. The cost of the project set forth above, as determined in the certified estimate of a licensed architect or engineer, is not less than $25,000 and shall be financed in accordance with Recital C as stated above, in the total dollar amount of $1,900,541.

5. Properly completed application forms shall be completed and forwarded to the President/CEO of the ICCB for approval of the above-referenced project.

Signature _____ Witness _____
Chair of Board Secretary of Board

AGENDA ITEM II.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Employment Recommendations

DATE: October 23, 2013

We recommend the following personnel actions:

FACULTY

A. Retirements

NAME	POSITION	DEPARTMENT	EFFECTIVE DATE
Mary Fortner	Professor, English	Arts & Humanities	05/16/14