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, November 20, 2013 at 5:03 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. Shackelford, Mr. Findley, Mr. Belville, Mr. Wesley and Mr. Reichert. Mr. Gray and Mr. Fulgenzi joined the meeting in progress. Mr. Rosenthal was absent.

B. Pledge of Allegiance

Chairman Reichert led the audience in the pledge of allegiance.

C. Adoption of Agenda of the November 20, 2013 Meeting

MOTION NO. 11-20-13-1:

Mr. Findley moved to adopt the agenda of the November 20, 2013 meeting. Mr. Wesley seconded.

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

D. Introductions and Recognitions

1. Presentation of StormReady Designation

Chairman Reichert stated the representatives from the National Weather Service have requested a postponement of LLCC's StormReady Designation in light of the past weekend's horrific tornado damage in Illinois.

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E. Hearing of Citizens – None

II. Consent Agenda

MOTION NO. 11-20-13-2:

Mr. Shackelford moved to:

- approve the minutes of the Regular Meeting of October 23, 2013;
- ratify payments of bi-monthly checks issued during October 2013 and ratify, subject to audit, the October 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 and implementation of a switch and hardware from Dell through HIPSKIND TSG in the amount of $39,345 as part of the mobile technology strategy;
- ratify the contract with Ameren Energy Resources in the amount of $11,850 and approve the Clinical Agreement with Lifestar Ambulance, Jacksonville, Illinois;
- ratify the agreement with the Illinois Department of Agriculture in the amount of $10,802 and approve the agreement with the Illinois Board of Higher Education in the amount of $21,000;
- ratify the listed change order in the amount of $6,159.05 as presented;
- approve the modification to our Agreement with Martin Engineering, Inc. in the amount of $8,900 as presented and transfer $3,000 from the Parking Lot Sealing and Striping Project to the Athletic Fields Project; and
- approve the modification to our Agreement with Dewberry Architects, Inc. in the amount of $8,000 as presented and transfer $20,000 from the Parking Lot Sealing and Striping Project to the Main Campus Front Entrance Project.

Mr. Findley seconded.

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

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III. Action Agenda

A. *Policies*

1. New Board Policy – Prohibition of Concealed Carry on Campus

This proposed new Board Policy is presented at this time for a first reading only, with the intention of adoption at the December 2013, Board of Trustees meeting. Dr. Warren explained this proposed policy is aligned with the State of Illinois' Concealed Carry Law (Public Act 98-0063). Vice President Vertrees stated LLCC has kept this policy simple, not adding any stipulations to the State Statute, and is needed to address conceal and carry issues on all LLCC campuses.

Mr. Gray joined the meeting at 5:10 pm and Mr. Fulgenzi joined the meeting at 5:11 pm.

B. Academic Services Division Items - None

C. Student Services Division Items – None

D. Administrative Services Division Items

1. Illinois Energy Consortium

Vice President Vertrees stated an earlier inquiry by Trustee Fulgenzi, and LLCC's continued efforts to conserve financial resources, prompted research into cost saving options for LLCC's purchase of natural gas and electricity. It is recommended that LLCC join the Illinois Energy Consortium, a joint energy-purchasing pool sponsored by the Illinois Association of School Boards (IASB), the Illinois Association of School Administrators (IASA), and the Illinois Association of School Business Officials (IASBO). This Consortium has more than 400 school district and community college members. Joining the Consortium will allow LLCC to participate in joint purchasing programs for both natural gas and electricity, with a projected annual savings in excess of $60,000 on natural gas and $30,000 on electricity.

MOTION NO. 11-20-13-3:

Mr. Fulgenzi moved approval of the attached resolution authorizing membership in the Illinois Energy Consortium and authorize Administration to enter into contracts for the purchase of natural gas and electricity through the Illinois Energy Consortium at the earliest eligible dates. Mr. Gray seconded.

Those members voting aye Mr. Shackelford, Mr. Findley, Mr. Gray, Mr. Belville, (advisory) Mr. Wesley, Mr. Fulgenzi 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

Dr. Warren noted this report now reflects full-time or part-time status for each position listed.

b. Construction Progress Update

Dr. Warren reported the Front Entry Improvements project is not yet complete. LLCC continues to work with the CWLP to coordinate the final steps, which should take place in the next few weeks. She stated she will address the Menard Hall Remediation project in her President's Report.

4. Information Technology Systems – None

5. Workforce Development and Community Education – None

6. Executive Division

a. Review of Agenda Master Calendar

Dr. Warren noted the 2013 Tax Levy will be established at the December Board of Trustees meeting.

B. President's Report

The Higher Learning Commission conducted an AQIP Quality Check-Up Site Visit on November 6 and 7, 2013. They met with various groups including Cabinet, the AQIP Steering Committee, Student Government and representatives from the Board of Trustees to reaffirm the information and data in the LLCC Systems Portfolio. The reviewers provided positive feedback, and LLCC should receive Reaffirmation results in May 2014.

Professional Development Day was held on October 29, 2013 with Jeffrey Selingo as the Keynote Speaker. Mr. Selingo, a nationally recognized higher education journalist and author of "College (Un)bound", discussed disruptive changes in higher education. The afternoon provided discussion opportunities for those who wished to delve in Mr. Selingo's topic further, in addition to informative sessions offered on a variety of topics for faculty and staff.

Congressman Rodney Davis visited LLCC's main campus on November 1, 2013, touring the Workforce Careers Center.

Dr. Warren and Vice President, Lesley Frederick will be joining Senator Andy Manar and four other colleges to discuss community college education issues in Illinois. The meeting will be held at Richland Community College.

LLCC's 18th Annual Veterans Day Ceremony was held on November 11, 2013. The program included the American Legion Post 759 Family Color Guard, Representative and Board member Wayne Rosenthal, LLCC Staff member, Doris Williams, the LLCC Madrigals, Army National Guard Veteran and LLCC Student Specialist, Jeffrey Surbeck, and LLCC Student Codey Thomas, playing Taps.

On November 6 and 7, 2013, the LLCC Response Team participated in a Rapid Response event in Waggoner, Illinois; assisting coal miners facing layoffs.

Chef Michael Higgins, owner of Maldaner's Restaurant held a reception on November 19, highlighting his partnership with LLCC's Green Center. The partnership allowed Chef Higgins to obtain a grant for the installation of solar panels on the restaurant's roof. LLCC students will be allowed access and use of the rooftop area for educational purposes.

The LLCC Jacksonville Students with Disabilities class held a Fall Festival Celebrating Exceptional People for area residents of group homes on October 24, 2012.

On October 30, 2013 approximately 200 children in grades K-5, along with their families, attended LLCC's 1st "Haunted Lab", hosted by the Chemistry and Environmental Clubs. The children were able to see spooky science experiments conducted by club members, under the direction of faculty advisors.

LLCC was awarded the 2013 Illinois Council of Community College Administrators (ICCCA) Innovation Award, for development of the "Head Start Ag Safety Program", at the November ICCCA annual conference.

LLCC's Livestock Specialist Team recently won first place at the Illinois Post-Secondary Agriculture Student Fall Conference.

Ms. Ruth Bixby, Director of LLCC's Occupational Therapy Assistant Program received the Award of Merit (Historian's Award) from the Illinois Occupational Therapy Association.

Mr. Bill Callaway, Director of LLCC's Associate Degree Radiography Program was the featured speaker at the Tennessee Society of Radiologic Technologists Annual Conference and received the Dr. Laverne Gurley Award for outstanding contribution to the Imaging profession.

Dr. Pam Bradley, Professor of Nursing was deployed this week to Washington, Illinois as part of the Red Cross emergency response, to assist residents following the weekend tornado.

An article by Dr. Chris McDonald, Professor of Political Science, was published in the Illinois Heritage magazine entitled, "Lens on the Great War-Local Citizen Carried His Camera from the Sangamon to the Rhine." Dr. McDonald also spoke on "War, Medicine and Remembrance" at the November 7th UIS Alumni SAGE Society's Lunch and Learn Program. On Veterans Day, Dr. McDonald addressed more than 100 Veterans at the Athens VFW/American Legion, discussing a WWI Ambulance Driver from Springfield, and last week was a featured speaker for the Great War Event which was held at the Illinois Military Museum.

Volleyball Coach, Jim Dietz, authored a new book titled "The Human Side of Coaching."

For the second year in a row, LLCC's Capital City Training Center was honored by the National Safety Council, with an Honorable Mention Award for its "Alive at 25" Defensive Driving Course.

LLCC's Student Government Association (SGA) received the 2013 Ed Snyder Merit Award for Excellence in Programming, based on the submission of its 2012-2013 Merit Book.

The Loggers Activities Board (LAB) recently received the Low Cost or No Cost Creative Marketing Award for its promotion of the "Bundle the Babes" event. This is the fourth consecutive year the LAB has received this award.

Public Relations and Marketing (PRM) recently won three awards at the National Council for Marketing and Public Relations (NCMPR) District 3 Conference. They received a Silver award for Best Outdoor Advertising, and a second Silver award for Best Ad Series and a Bronze award for Best Annual Report.

The LLCC Culinary Institute co-sponsored the Taste of Home Cooking School, held at the Prairie Capitol Convention Center in Springfield. Chef Karen Davis, of the Taste of Home Cooking School, visited LLCC's Culinary Center and spoke to a Culinary Class.

Recent campus events for November include: a performance by Boston a cappella group "Ball in the House"; a Soup and Stories program presented by Altheal Randolph titled "My Kenya Experience: Noel Magero ('Miracle of Noel' in Swahili)"; a lecture presentation by Dr. Jack Gordon on "The Assassination of President Kennedy"; and as part of the Lincoln Land Community College Recital Series a free concert by Jason Waddell, Brick House Brass Quintet, and Blackwater Strings Ensemble.

A major construction project has begun on the southeast side of Menard Hall, which will close the restrooms in this area until approximately February, due to damage from soil subsidence. This remediation project includes demolishing walls, replacing foundations, floor tiles and fixtures.

LLCC will be conducting controlled burns on the prairie areas of campus over the next few weeks. These controlled burns are approved by the Illinois Environmental Protection Agency and will be coordinated by LLCC's Facilities Services department, involving students from Biology classes and the Environmental Club when possible.

The Illinois Secretary of State's Police Bomb Unit visited the LLCC's main campus November 20, 2013, demonstrating a bomb disposal robot, bomb gear, and the bomb trained canine, for students enrolled in the Introduction to Police Service class.

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

Chairman Reichert thanked LLCC staff and faculty for all of their hard work and diligence which was very obvious when he and other Trustees had the opportunity to meet with the Higher Learning Commission Accreditation Team, during their two-day AQIP Quality Check-Up Site Visit. Mr. Reichert stated the team spoke highly of LLCC, its Systems Portfolio, and commented how impressed they were with their visit to LLCC.

I. *Secretary's Report*

Mr. Wesley attended the November Illinois Community College Trustees Association meeting serving as the East Central Region Representative. He stated their discussion included updates on pension reform, Veteran's Grants, the College Insurance Program for community college retirees, and urged all colleges to adopt a policy dealing with conceal and carry on campus.

J. Foundation Report - None

K. Other Board Members' Reports - None

V. Strategic Discussion

A. Pearson Master Teacher Presentation

Professor of Biology and Health, Barb Bernardi, LLCC's 2013 Pearson Master Teacher provided a presentation sharing how life, Alpacas, family, history and education have influenced her teaching and student engagement skills.

VI. Executive Session

MOTION NO. 11-20-13-4:

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

MOTION NO. 11-20-13-5:

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

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

VII. Actions from Open/Executive Session

MOTION NO. 11-20-13-6:

Mr. Gray moved approve the attached employment recommendations. Mr. Shackelford seconded.

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

VIII. Adjournment

MOTION NO. 11-20-13-7:

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

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

The meeting adjourned at 6:32 p.m.

Justin Richard

Chairman Reichert

Jerry Wesley

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: November 20, 2013

Name	Meeting	Location	Date	Account	Amount
Beaty, William	Performance Training Systems, Inc. Software Workshop	Jupiter, FL	November 17-21, 2013	Restricted	$1,031
Callaway, William	Tennessee Society of Radiologic Technologists	Memphis, TN	October 28-30, 2013	Paid by Tennessee Society of Radiologic Technologists	$0
Liesen, Diane	Professional Testing Corporation Item Review	New York, NY	November 17-21, 2013	Paid by Professional Testing Corporation	$0
Van Heuklom, Paul	Community College Humanities Association	Louisville, KY	October 23-27, 2013	Faculty Allocation & Faculty Development	$1,824
Whalen, Thomas	Lawrence Arts Center	Lawrence, KS	November 8-9, 2013	Faculty Allocation & Faculty Development	$641

AGENDA ITEM II.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Out-of-State Travel

DATE: November 20, 2013

Name	Meeting	Location	Account	Amount
Bellville, Garrett	Association of Community College Trustees Community College National Legislative Summit	Washington, DC	Trustee	$2,159
Cheek, Sharon and Student Radiographers (Approx.7 Students)	Association of Collegiate Educators in Radiologic Technology 39th Annual Conference	Las Vegas, NV	Club Trip	$5,865*
Fulgenzi, Jeff	Association of Community College Trustees Community College National Legislative Summit	Washington, DC	Trustee	$2,159
Gorman, Christa	Elsevier Faculty Development Conference	Las Vegas, NV	Faculty Allocation & Faculty Development	$2,149
Gray, Kent	Association of Community College Trustees Community College National Legislative Summit	Washington, DC	Trustee	$1,700
Roberts, Ryan	Library Research and Bibliography Study	London, England	Faculty Allocation & Faculty Development	$2,397
Rogers, Elmer	Performance Racing Industry Trade Show	Indianapolis, IN	Faculty Allocation	$301
Rosenthal, Wayne	Association of Community College Trustees Community College National Legislative Summit	Washington, DC	Trustee	$2,159
Shackelford, Dennis	Association of Community College Trustees Community College National Legislative Summit	Washington, DC	Trustee	$2,159

Van Kleek, Jim	Federal Aviation Administration Recurrent Training	Wichita, KS	Restricted	$1,039
Warren, Charlotte	Association of Community College Trustees Community College National Legislative Summit	Washington, DC	Administrative	$2,184
Warren, Charlotte	American Association of Community Colleges	St. Petersburg, FL	Administrative	$1,787
Wesley, Jerry	Association of Community College Trustees Community College National Legislative Summit	Washington, DC	Trustee	$2,159

**Club & Institutional Funds*

AGENDA ITEM II.A

RESOLUTION AUTHORIZING MEMBERSHIP IN THE ILLINOIS ENERGY CONSORTIUM

WHEREAS, the **Board of Trustees of, Lincoln Land Community College** (the College)**,** has authority to award all contracts for purchase of supplies and materials; and

WHEREAS, the cost to purchase natural gas and electricity through **the Illinois Energy Consortium, Inc., An Illinois Not-For-Profit Corporation** (the "**IEC**") is less than that offered by a public utility; and

WHEREAS, the costs to individually purchase and administer the procurement and delivery of natural gas and electricity could constitute a significant economic burden on the resources of the College; and

WHEREAS, it is the desire of the Board of Trustees to reduce the economic burden on the resources of the College by increasing efficiency and reducing the administrative costs of the College and to respond to the exigencies of the day to day of operations in accordance with the procurement process as established by the Board of Trustees; and

WHEREAS, the **IEC** operates a Natural Gas Pool and is a Retail Electric Supplier for Illinois educational institutions and other public agencies, as well as not-for-profit organizations in the State of Illinois; and

WHEREAS, the **IEC** recognizes the economic and financial savings and benefits to be gained by establishing a state wide natural gas purchasing and delivery consortium and a statewide electric purchasing and delivery consortium ; and

NOW, THEREFORE, BE IT RESOLVED by the **Board of Trustees of Lincoln Land Community College,** that it authorizes the President of the College, or his or her designee, to enter into a Membership Participation Agreement (Exhibits A and B) on its behalf with the Illinois Energy Consortium for the provision of natural gas supply and electricity as specified within the agreement.

Approved this 20th day of November, 2013.

Ayes:

Nays:

_____
Board Chair

_____
Board Secretary

AGENDA ITEM II.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Employment Recommendations

DATE: November 20, 2013

We recommend the following personnel actions:

ADMINISTRATIVE

A. Approve a change to the effective date of transfer for Ms. Janet Semanik, Director of Development, to the newly-created, professional position of Development Specialist (32 hours/week), from November 1, 2013 to December 9, 2013.

B. Approve an annual stipend in the amount of $6,000 for Dr. Tricia Kujawa, Director-Placement and Testing, who will continue to serve as the co-chair of the AQIP steering committee through December 31, 2014. Dr. Kujawa has served as co-chair since December 2009. The steering committee chairs along with the AQIP Committee membership are responsible for oversight of the action project teams, the systems portfolio and action project annual update reports, as well as coordinating the systems portfolio appraisal and the quality check-ups. The stipend will be in effect through December 31, 2014.