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, January 22, 2014 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. Belville, Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi, Mr. Shackelford and Mr. Reichert. Mr. Gray joined the meeting in progress and Mr. Findley was absent.

B. Pledge of Allegiance

Chairman Reichert led the audience in the pledge of allegiance.

Dr. Warren stated she wished to inform the Board of Trustees, before they adopt the January 2014 Board agenda, that Agenda Item II.D.1, Quarterly Budget Transfer Report, which is an informational item, was mistakenly placed in Section II - Consent Agenda and requested it be removed and properly placed in Section IV - Information Items.

C. Adoption of Agenda of the January 22, 2014 Meeting

MOTION NO. 01-22-14-1:

Mr. Wesley moved to adopt the agenda of the January 22, 2014 meeting, with the requested change. Mr. Rosenthal seconded.

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

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D. Introductions and Recognitions - None

E. Hearing of Citizens – None

II. Consent Agenda

MOTION NO. 01-22-14-2:

Mr. Shackelford moved to:

- approve the minutes of the Regular Meeting of December 18, 2013;
- ratify payments of bi-monthly checks issued during December 2013 and ratify, subject to audit, the December 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 a purchase order to K.K. Stevens for the printing, mailing, and delivering of the 2014-2015 Summer/Fall & Spring Class Schedules at the total estimated cost of $77,896.15 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2014-8; and
- ratify the agreement with the Illinois Department of Commerce and Economic Opportunity in the amount of $130,000.

Mr. Belville seconded.

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

III. Action Agenda

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

Dr. Warren noted this item has been updated to reflect a change in the Public Safety Assistant position from a vacancy to a hire, and one retirement added.

   b. Construction Progress Update

This item stands as presented. Dr. Warren stated the gymnasium's new bleachers received many favorable comments from attendees of the recent Sangamon County Basketball Tournament.

   c. Monthly Financial Report – None

   d. Quarterly Budget Transfer Report

This item was moved out of Consent Agenda, where it was mistakenly placed and stands as an informational item, as presented.

Mr. Gray joined the meeting at 5:15 pm.

4. Information Technology Systems – None

5. Workforce Development and Community Education – None

6. Executive Division

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a. Review of Agenda Master Calendar

In reviewing the Master Calendar, Dr. Warren reminded Board members the February meeting will include Sabbatical Leaves, Faculty Contracts and Tenure Listing. She also mentioned that an off-campus Board meeting is typically scheduled in March, and she and her administration are researching the possibility of holding the meeting in Beardstown. A decision can't be made until space availability is determined after the Spring semester is fully underway.

B. President's Report

The Spring semester began with numerous Welcome Week activities offered for students. Dr. Warren stated the semester began with a small decline in enrollment; as of January 18, head count was down 3.6%, and credit hours decreased 4.5%. Dr. Warren discussed many possibilities for the enrollment decline including:

- a leveling off of enrollment, after years of large increases
- a reduction in Pell Grant student eligibility due to changes in criteria
- changes in program credit hour requirements resulting from LLCC's internal review process

Dr. Warren discussed current and future budget impacts of these factors with Board members, stating it is likely that LLCC may experience a little more decline in enrollment before leveling out. She stated these factors will continue to present future challenges, which she and the administration will work diligently to stay abreast of.

C. Report from Faculty Senate - None

D. Report from Faculty Association

Mr. Kevin Kirsch, Professor, Auto CAD, introduced himself as the newly elected President of the LLCC Faculty Association, stating the Faculty Association Officer positions have now been extended to three-year terms of service.

E. Report from Classified Staff - None

F. Report from Professional Staff - None

G. Report from Facilities Services Council - None

H. Chairman's Report - None

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I. *Secretary's Report* - None

J. Foundation Report

Ms. Sanders announced the LLCC Foundation will welcome five new members at their Board meeting on January 29. The new members are: Mr. Chris Carter, Ms. Michelle Hinchen, Mr. Kyle Killebrew, Mr. Tim Schroeder, and Mr. Todd Wise. She noted the Foundation regrettably bids farewell to past members; Ms. Marsha Narmont and Mr. Bob Cusick, and is thankful for their guidance and service to the LLCC Foundation. Ms. Sanders also noted that the LLCC Foundation will have a farm land appraisal conducted, on 138 acres they currently own in Sangamon county, to properly assess the property's full fair market value.

K. Other Board Members' Reports - None

V. Strategic Discussion

A. LLCC Police Department Presentation

Mr. Brad Gentry, Chief of the LLCC Police Department provided a PowerPoint presentation providing an overview and profile of the LLCC Police Department. Chief Gentry discussed on-going officer training, advanced special training certifications obtained by the LLCC Police Officers, and the department's Emergency Response Preparations.

VI. Executive Session

MOTION NO. 01-22-14-3:

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. Fulgenzi seconded.

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

MOTION NO. 01-22-14-4:

Mr. Gray moved to return to open session. Mr. Wesley 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. 01-22-14-5:

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

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

MOTION NO. 01-22-14-6:

Mr. Belville 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 July 31, 2013;
the regular Board meeting of August 28, 2013;
the regular Board meeting of September 25, 2013;
the regular Board meeting of October 23, 2013;
the regular Board meeting of November 20, 2013; and
the regular Board meeting of December 18, 2013.

Mr. Gray seconded.

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

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MOTION NO. 01-22-14-7:

Mr. Belville 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 July 31, 2013, authorized destruction date – February 1, 2015;

Regular Board meeting of August 28, 2013, authorized destruction date – March 1, 2015;

Regular Board meeting of September 25, 2013, authorized destruction date – March 26, 2015;

Regular Board meeting of October 23, 2013, authorized destruction date – April 24, 2015; and

Regular Board meeting of December 18, 2013, authorized destruction date – June 19, 2015.

Mr. Gray seconded.

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

VIII. <u>Adjournment</u>

MOTION NO. 01-22-14-8:

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

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

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The meeting adjourned at 7:25 p.m.

Chairman Reichert

Secretary Wesley

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MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratification of Out-of-State Travel

DATE: January 22, 2014

Name	Meeting	Location	Date	Account	Amount
Beckmier, Craig and ABM 125 (Approx. 8 Students)	National Western Stock Show	Denver, CO	January 13-18, 2014	Class Trip	$900
Liesen, Diane	American Board of Registration of Electroencephalographic and Evoked Potential Technologists Board Meeting and Oral Exams	Phoenix, AZ	January 15-19, 2014	Paid by American Board of Registration of Electroencephalographic and Evoked Potential Technologists	$0

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MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Out-of-State Travel

DATE: January 22, 2014

Name	Meeting	Location	Account	Amount
Beckmier, Craig and Animal Evaluation Club (Approx. 10 Students)	Meat Animal Evaluation	Madison, WI	Club Trip	$624*
Beckmier, Craig and ABM 125 (Approx. 8 Students)	Houston Stock Show And Rodeo	Houston, TX	Class Trip	$900
Cheek, Sharon	American Society of Radiologic Technologists House of Delegates Meeting and Educational Symposium	Orlando, FL	Faculty Allocation	$280
Findley, Craig	Association of Community College Trustees National Legislative Summit	Washington, DC	Trustee	$2,048
Jozaitis, Judy	American Association of Community Colleges Workforce Development Institute	St. Petersburg, FL	Administrative	$2,240
Maskey, Cynthia	Accreditation Commission for Nursing ERP	Atlanta, GA	Paid by Accreditation Commission for Education in Nursing	$0
Maskey, Cynthia	Accreditation Commission for Nursing Site Visit	Huntington, CA	Paid by Accreditation Commission for Education in Nursing	$0
Ralph, Nicole	Society of Human Resource Management Annual Conference	Orlando, FL	Administrative	$2,019

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Ransdell, Junell	Society of Human Resource Management Annual Conference	Orlando, FL	Administrative	$2,774
Strubhart, Lawrence	2014 Landscape Show	Schaumburg, IL	Staff Development	$502
Warren, Charlotte	American Association of Community Colleges Annual Convention	Washington, DC	Administrative	$2,995

**Institutional Funds*

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MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Employment Recommendations

DATE: January 22, 2014

We recommend the following personnel actions:

ADMINISTRATIVE

A. Retirements

NAME	POSITION	DEPARTMENT	EFFECTIVE DATE
Richard Vertrees	Vice President	Administrative Services	04/30/14

FACULTY

A. Resignations

NAME	POSITION	DEPARTMENT	EFFECTIVE DATE
Eric Prochaska	Asst. Professor English	Arts and Humanities	05/16/14

B. Approve a change in retirement date for Cheryl Heitz, Professor-Computer Programming. Her original retirement date was scheduled for May 16, 2014 and she has changed the date to April 30, 2014.