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 Wednesday, March 26, 2014 at LLCC-Beardstown, 109 White Pine Lane, Beardstown, IL beginning at 6:20 p.m. with Chairman Reichert presiding.

I. Preliminary Matters

A. Roll Call

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

B. Pledge of Allegiance

Chairman Reichert led the audience in the pledge of allegiance.

C. Adoption of Agenda of the March 26, 2014 Meeting

MOTION NO. 03-26-14-1:

Mr. Shackelford moved to adopt the agenda of the March 26, 2014 meeting. Mr. Findley seconded.

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

D. Introductions and Recognitions

Dr. Warren thanked LLCC-Beardstown for hosting the Board of Trustees Reception and Meeting, stating that this is the first opportunity that several of our newer Board members have had to visit this campus. She also expressed appreciation to the community members who came out to join us this evening.

1. LLCC - Beardstown Presentation

Ms. Shanda Byer, Assistant Director of LLCC Beardstown provided a brief history of the LLCC-Beardstown campus along with the programs and services they provide for students and the community. Ms. Byer shared a video presentation highlighting 25 current Beardstown students sharing, in their own words, what LLCC-Beardstown means to them and the impact LLCC has made on their life. Ms. Byer stated she believed LLCC Beardstown is unique with its diverse student population, including students from 15 countries, who speak nine different languages, not including individual tribal languages.

E. Hearing of Citizens – None

II. Consent Agenda

MOTION NO. 03-26-14-2:

Mr. Wesley moved to:

- approve the minutes of the Regular Meeting of February 26, 2014;
- ratify payments of bi-monthly checks issued during February 2014 and ratify, subject to audit, the February 28, 2014 Treasurer's Report;
- approve out-of-state travel for the attached list of employees;
- approve a purchase order to Bob Ridings Ford for two 2015 Ford F-250 Super Duty Regular Cab 4x4 Trucks at a total cost of $59,848 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2014-9;
- ratify the agreement with the U.S. Army Illinois National Guard in the amount of $57,600;
- enter into an Intergovernmental Agreement with the State of Illinois for the Local Debt Recovery Program; and
- ratify the grant application with the Environmental Protection Agency in the amount of $200,000, ratify the Illinois State Library Adult Volunteer Literacy Grant in the amount of $63,078, and ratify the Illinois State Library Penny Severns Family Literacy Grant in the amount of $31,358.

Mr. Findley seconded.

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

III. Action Agenda

A. Policies

1. Revision to Board Policy 6.12 – Disposal of Capital Assets

This proposed Board Policy revision would establish a threshold on items that require Board authorization to sell or dispose of, based on the estimated market value of the item. This modification would allow the College to dispose of obsolete and surplus items valued under $5,000 without seeking Board approval, thus creating a more efficient and effective use of Board members time. Revision to Board Policy 6.12 is submitted at this time for a first reading, and will be presented at the April 2014 Board of Trustees meeting for approval.

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. Information Items

A. Staff Reports

1. Academic Services - None
2. Student Services – None
3. Administrative Services
    a. Position Vacancies and Hires

Dr. Warren stated two Faculty hiring recommendations will be discussed later in the meeting, during Executive Session. She also noted several retirements are listed, which are direct results of recent pension reform, and stated more may be forthcoming within the next couple months.

b. Construction Progress Update

This report stands as presented.

c. Monthly Financial Report – None

4. Information Technology Systems – None

5. Workforce Development and Community Education – None

6. Executive Division

a. Review of Agenda Master Calendar

Dr. Warren noted that LLCC's Employee Recognition program has been moved to Wednesday, May 7, and the Student Recognition program will be held on Tuesday, April 29. Next month a new Student Trustee will be seated, concluding Mr. Belville's term on the Board of Trustees.

B. President's Report

Lincoln Land Community College held its Professional Development Day on Tuesday, March 25, which included the LLCC Foundation LEAGUE kick-off and the presentation of LEAGUE grants to faculty and staff applicants. The State Universities Retirement System (SURS) held an informational session, discussing aspects of the newly enacted State pension reform. Approximately 200 employees attended the SURS session.

Dr. Warren and Cabinet members have been reviewing the LLCC Facilities Master Plan, to determine possibilities of restructuring current space to meet the College needs in light of reduced State funding. Plans are to provide Board members with a revised Master Plan in April, seeking approval for submittal to the Illinois Community College Board.

While the College was closed for mid-semester break, March 8 through 16, the United States Army took over the kitchen of the LLCC Culinary program to conduct their U.S. Army Cooks in School. 22 students participated in this session and two future sessions are scheduled in June and July. The fees collected from these sessions are used to support the LLCC Culinary Program.

LLCC's Bistro Verde is open for lunch from 11 am – 1 pm beginning March 27 through the end of April. Reservations are required.

Dr. Warren traveled with representatives from the Springfield Chamber of Commerce to Washington D.C., visiting with legislative leaders and Pentagon officials to discuss the possibility of a new mission for the Illinois National Guard 183rd Fighter Wing.

Dr. Warren attended the Illinois Community College Trustees Association meetings in Lisle, IL on March 14 and 15, which included a session on pension reform by SURS and some preliminary State budget discussion.

Congratulations to LLCC sophomore Clark Johnson, who has been named a 2014 Coca-Cola Community College Academic Team Silver Scholar. The Coca-Cola Scholars Foundation sponsors the Coca-Cola Community College Academic Team Program by recognizing 50 Gold, 50 Silver and 50 Bronze Scholars. As a Silver Scholar, Clark will receive a $1,250 scholarship and special medallion from Coca-Cola. Clark has also been selected as a member of the Phi Theta Kappa All-Illinois Academic Team.

The LLCC Quiz Bowl "A" Team recently placed 10th at the National Community College Championship held in Atlanta, Georgia.

The Lincoln Land Community College Choir was honored by the United States Postal Service for their participation in the February 12, 2014 unveiling ceremony for a new President Abraham Lincoln postage stamp.

LLCC's Public Relations and Marketing department was awarded a Gold-Paragon Award for their 2013 Best Print Ad Series, at the 2014 National Council for Marketing and Public Relations Conference in New Orleans, Louisiana.

Recent campus events include:

- Campus Visit Day was held on March 3 with approximately 275 in attendance.
- LLCC was one of 18 sites hosting the Illinois Drafting Educators Association (IDEA) regional drafting and design competition on March 7.
- LLCC hosted the Illinois Junior Academy of Science Regional Science Fair, with approximately 115 projects displayed, ranging from Aerospace to Zoology.
- LLCC participated in the 36th Annual Model Illinois Government (MIG) Simulation February 27 through March 2 at the Illinois State Capitol.
- Approximately 200 people attended the National Weather Service Storm Spotter Seminar on March 3.
- The 9th Annual Vagina Monologues, sponsored by the LLCC Feminist Activist Coalition, Pay It Forward Club and Gay/Straight Alliance were held on February 28 and March 1.

- Professor Paul VanHeulkom, who is a member of the Sangamon Valley Flute Circle, presented a Native American Flute concert entitled "Dragonfly Dreams" on March 2.
- LLCC's Culinary Arts Program and Culinary Institute provided cooking demonstrations at the Annual Illinois Product Expo on March 2.
- On February 27, three LLCC Professors lead a discussion entitled "Gender Issues: Masculinity and Violence Against Women", which addressed gender-related issues and consequential issues in today's society.
- March 19, Fred Shaw an Ohio Shawnee Historian presented "Stories Told Upon the Land", sharing traditional Shawnee stories and cultural interpretation of clothing, food, arts and music.
- The LLCC Phillip and Mary Kathryn Trutter Museum held its 1st Thursday Speaker Series on March 6, hosting local architectural experts, Charles Joseph Pell and Dave Leonatti, who discussed various aspects of Springfield architecture.

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 the LLCC Foundation reported their LEAGUE campaign began yesterday with a Beatles theme, a luncheon for faculty and staff, and a tremendous amount of energy. LEAGUE stands for Leaders Establishing Annual Gifts Underwriting Education, and Ms. Sanders explained it is the Foundation's annual giving campaign for faculty and staff. The campaign is off to a great start, with approximately $40,000 in pledges, from 118 employees on the first day.

K. Other Board Members' Reports - None

V. Strategic Discussion - None

VI. Executive Session

MOTION NO. 03-26-14-3:

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

MOTION NO. 03-26-14-4:

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

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

VII. Actions from Open/Executive Session

MOTION NO. 03-26-14-5:

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

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

AGENDA ITEM II.A

MOTION NO. 03-26-14-6:

Mr. Belville moved to approve the elimination of the position of Program Director, Emergency Services, effective June 30, 2014. Mr. Wesley seconded.

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

VIII. Adjournment

MOTION NO. 03-26-14-7:

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

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

The meeting adjourned at 7:52 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: March 26, 2014

Name	Meeting	Location	Account	Amount
Badgett, Janice	Assessment Technologies Institute National Nurse Education Summit	Orlando, FL	Restricted	$1,807
Calloway, William and Student Radiographers Association (Approx. 2 students)	23rd Annual Student/Educator Seminar	Iowa City, IA	Club Trip	$384
Coakes, Michelle	Making Pots Personal	Deer Isle, ME	Faculty Allocation and Faculty Development	$3,310
Cox, Dave and BIO 209 (Approx. 20 Students)	Belize Trip - January 2015	Belize	Student Trip	$26,725*
Dunn, Bobbi	Association for Institutional Research	Orlando, FL	Professional Development	$1,966
Humphrey, Tim	Greenleaf Center for Servant Leadership 24th Annual International Conference	Atlanta, GA	Faculty Allocation and Faculty Development	$2,060
Liesen, Diane	American Board of Registration of Electroencephalographic and Evoked Potential Technologists	Milwaukee, WI	Paid by American Board of Registration of Electroencephalographic and Evoked Potential Technologists	$0
Simpson, Susan	Association for Institutional Research	Orlando, FL	Administrative	$2,192
Warren, Charlotte	American Association of Community Colleges President's Academy Summer Institute	Napa, CA	Administrative	$3,468
White, Tina	Assessment Technologies Institute National Nurse Education Summit	Orlando, FL	Restricted	$1,389

**Student Fees*

AGENDA ITEM II.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Employment Recommendations

DATE: March 26, 2014

We recommend the following personnel actions:

ADMINISTRATIVE

A. Retirements

NAME	POSITION	DEPARTMENT	EFFECTIVE DATE
David Laubersheimer	Dean	Arts & Humanities	05/31/14
Judy Wagenblast	Director	Community Education	06/30/14

B. The following administrators are being recommended for continued employment for the 2014-15 year:

Bade, William	Dean, Mathematics and Sciences
Barry, Christopher	Director, Retention & Student Success
Bernahl, Joni	Director, Academic Computing & PC Support
Bixby, Ruth	Program Director, Occupational Therapy Assistant
Blaylock, Andrew	Director, Campus Services
Bretscher, Dave	Director, Facilities
Broderick, Victor	Dean, Social Sciences
Buerkett, Lyn	Director, Adult Education and Literacy
Clevenger, Julie	Executive Director, Learning Lab
Collier, Lisa	Assistant Vice President, Financial Aid
Cruz, Esteban	Chief Information Officer
Frederick, Lesley	Vice President, Student Services

Garvey, Hugh	Assistant Vice President, Construction
Gentry, Brad	Chief of Police
Green, David	Dean, Business and Technologies
Howard, Robert	Director, Truck Driver Training Center
Howerter, Wendy	Dean, District Learning Resources
Johnson, Leslie	Director, LLCC-Litchfield
Jozaitis, Judy	Vice President, Workforce Development and Community Education
Kitterman, Jay	Director, Culinary Institute and Special Events
Kujawa, Tricia	Director, Placement & Testing
Lamb, Barry	Director, Instructional Technology Services
Liesen, Diane	Director, Electroneurodiagnostics Program
Longhta, Karie	Associate Vice President, Finance
Lovekamp, Janice	Program Director, Surgical Technology
Luebbert, Paula	Assistant Vice President, Corporate/Government Training & Economic Development
Lust, Kevin	Director, Small Business Development Center
Maskey, Cynthia	Dean, Health Professions
Parton, Rebecca	Associate Dean, Instructional Technology & Distance Education
Patarozzi, Rachel	Director, Budget & Fiscal Services
Ralph, Nicole	Director, Employment & Benefits
Ransdell, Junell	Associate Vice President, Human Resources
Ray, Mary Beth	Director, Career Development Services
Reese, Cynthia	Associate Dean, Nursing
Rhodes, Laura	Director, Child Development Center
Riggle, Ron	Director, Athletics
Roth, Ben	Director, Systems & IT Infrastructure
Rourke, Julie	Director, Workforce Development
Sanders, Karen	Executive Director, Foundation
Schnell, Tamara	Associate Dean, Library
Simpson, Susan	Director, Institutional Research
Stallman, Scott	Executive Director, Educational Service Area
Szoke, Jan	Program Director, Respiratory Care
Tepatti, Eileen	Vice President, Academic Services
Terry, Janet	Executive Director, Educational Service Area
Van Kleek, Jim	Program Director, Aviation
Wellman, Jared	Director, Library Technical Services & Electronic Resources
Whalen, Lynn	Executive Director, Public Relations & Marketing

AGENDA ITEM II.A

FACULTY

A. Approve the employment, of Mr. David Leitner, as English Instructor. Mr. Leitner earned a MA in English from Southern Illinois University–Carbondale and a BA in English, Rhetoric from the University of Illinois-Urbana-Champaign and is currently a Ph.D. candidate. He is presently employed as an adjunct English instructor at LLCC. His employment will be effective August 21, 2014, and placement will be on Column Masters +45, Step 6 of the 2014-15 faculty salary schedule. A copy of his curriculum vitae is attached.

B. Approve the employment, pending the successful outcome of the criminal background check and drug screen, of Ms. Ashley Green, as English Instructor. Ms. Green earned her Ph.D. in English from Southern Illinois University-Carbondale and a MA in English from the University of Illinois-Springfield. Her employment will be effective August 21, 2014, and placement will be on Column Doctorate, Step 5 of the 2014-15 faculty salary schedule. A copy of her curriculum vitae is attached.