

**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, April 26, 2023 at 5:15 p.m. in the Robert H. Stephens Room with Chairman Elmore presiding.

I. Preliminary Matters

A. Roll Call

Members present were Dr. Davis, Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Mr. Harris-Patel, Mr. Holaway, Ms. Raymond, and Mr. Rosenthal.

B. Pledge of Allegiance

C. Certify Results of April 4, 2023 Election

The tabulation of votes cast for Lincoln Land Community College Board of Trustee candidates for Trustee Districts 1, 2, 3, 4, 5, 6, and 7, in the April 4, 2023, election, as submitted by the applicable county election authorities, has been completed. A summary tabulation by county and candidate along with an analysis by precinct and candidate within each Trustee District is on file in the office of the Vice President of Administrative Services.

MOTION NO 4-26-23-1:

Mr. Gates moved to proclaim that a total of 49,194 voters requested and received ballots for the consolidated election for seven members of the Lincoln Land Community College Board of Trustees for Trustee Districts 1, 2, 3, 4, 5, 6, and 7 held on April 4, 2023, and certify that Samantha Raymond from Trustee District 1 received 3,855 votes for a six-year term, Victoria "Vicki" Davis from Trustee District 2 received 6,600 votes for a six-year term, Gordon W. Gates from Trustee District 3 received 5,044 votes for a four-year term, Wayne Rosenthal from Trustee District 4 received 3,984 votes for a six-year term, Jeff Fulgenzi from Trustee District 5 received 5,839 votes for a four-year term, Mark A. Holaway from Trustee District 6 received 3,125 votes for a four-year term, and Kenneth B. Elmore from Trustee District 7 received 3,869 votes for a four-year term. Mr. Holaway seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Mr. Harris-Patel (advisory), Mr. Holaway, Ms. Raymond, and Mr. Rosenthal.
PASSED

D. Introductions and Recognitions

Mr. Elmore asked Mr. Harris-Patel to come forward as he read a resolution highlighting his accomplishments during his tenure as Student Trustee. He also presented him with a plaque, thanking him for his service as Student Trustee for the 2022-2023 academic year; stating they were pleased to have him on the Board of Trustees, and wished him continued success.

Shanda Byer, Interim Vice President, Student Services introduced the new student trustee, Rayna Herzog, a freshman psychology major.

E. Seating of Trustees and Oath of Office

Attorney Grenzebach requested all newly elected Trustees to stand, raise their right hand and repeat after him, as he administered their Oath of Office.

F. Board Organization and Election of Officers

The board reorganizes every two years, and that reorganization includes election of the following officers: Chair, Vice Chair and Secretary.

MOTION NO. 4-26-23-2:

Mr. Elmore moved to elect Gordon Gates as Chair of the LLCC Board of Trustees; Wayne Rosenthal as Vice Chair of the LLCC Board of Trustees; and Samantha Raymond as Secretary of the LLCC Board of Trustees. Mr. Holaway seconded.

Upon roll call vote those members voting aye were Dr. Davis, Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Ms. Herzog (advisory), Mr. Holaway, Ms. Raymond, and Mr. Rosenthal. PASSED

Mr. Gates requested Mr. Elmore come forward as presented him with a plaque, praising him for his dedication and service as a board chair for the past two years. Mr. Elmore thanked everyone.

G. Adoption of Agenda of the April 26, 2023 Meeting

MOTION NO. 4-26-23-3:

Mr. Rosenthal moved to adopt the agenda of the April 26, 2023, meeting. Dr. Davis seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Ms. Herzog (advisory), Mr. Holaway, and Ms. Raymond. PASSED

II. Consent Agenda

MOTION NO. 04-26-23-4:

Dr. Davis moved to:

- approve the minutes of the regular meeting of March 22, 2023;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during March 2023, and ratify the March 31, 2023 Treasurer's Report;
- approve out of state travel;
- approve a purchase order to Hillier Moving and Storage for moving services at the total estimated cost of \$50,000 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2023-10;
- approve the purchase of the 2019 Peterbilt 579 at the total estimated cost of \$70,350 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2023-11;
- approve the purchase of the New Holland C332 track loader at the total estimated cost of \$66,750 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2023-12;
- approve the purchase of 38 Dell network switches, 500 Cat6 patch cables, 500 Jack modules, and 50 fiber SFP transceivers from CXtec in the total amount of \$150,620;
- approve the cooperative agreement with the Association of Illinois Electric Cooperatives;
- approve the expenditure of \$54,871.21 to Johnson Controls/Simplex for fire alarm system monitoring and servicing;
- approve the five-year subscription and support services contract for the Watermark Curriculum Strategy and Course Evaluations System in the total amount of \$86,429.23;
- ratify the application for the FY2024 Illinois Secretary of State Adult Volunteer Literacy Grant in the amount of \$65,538, the award of the FY2023 Community Project Funding Grant in the amount of \$1,118,000 and the application for the Commercial Motor Vehicle Operator Safety Program Grant in the amount of \$112,500;
- approve the base bid in the amount of \$80,665 from Senergy Electric, Inc. and to establish a project contingency in the amount of \$8,000, for an aggregate amount of \$88,665 to complete the Door Access & Security Alarm Upgrades project at LLCC's Main Campus and Medical District;
- and approve the base bid in the amount of \$154,300 from King-Lar Company and to establish a project contingency in the amount of \$15,500, for an aggregate amount of \$169,800 to complete the Sangamon Hall Dust Collection & Gas Safety Project at LLCC's Main Campus.

Ms. Raymond seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Gates, Ms. Herzog (advisory), Mr. Holaway, Ms. Raymond, and Mr. Rosenthal. PASSED

III. Action Agenda

A. Policies

1. Revision to Board Policy 4.14 – Grade Review

The following is a proposed change to Board Policy 4.14 – Grade Review

*Any student who feels that a final grade has been unfairly or inappropriately assigned may request a grade review. Every effort should be made to resolve the issue informally before pursuing the formal grade review process. This procedure is not intended for reviewing the professional judgment of faculty regarding the assessment of the quality of work of their students and shall not abridge, circumvent, nor diminish academic freedom in any way. **This policy does not apply to administrative withdrawal grades that are given at the state and federal reporting deadlines.***

Reviews are appropriately claimed, but not limited to, allegations such as the following:

- 1. Assignment of grades on the basis of factors or by methods not stipulated in the course syllabus;*
- 2. errors in the calculation or recording of course grades;*
- 3. inconsistency in the assignment of course grades; and*
- 4. assignment of grades on the basis of factors unrelated to academic performance or quality of work in a course.*

This change was presented last month for a first reading and is submitted for Board approval this evening.

MOTION NO. 4-26-23-5:

Mr. Elmore moved to approve revisions to board Policy 4.14 – Grade Review. Mr. Holaway seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Gates, Ms. Herzog (advisory), Mr. Holaway, Ms. Raymond, and Mr. Rosenthal. PASSED

B. Academic Services Division Items - None

C. Student Services Division Items – None

D. Administrative Services Division Items

1. Health Insurance Rates for FY2024

In March, the insurance committee reviewed the claims status of the current plan year and the forecasted costs for FY2024 for health insurance as determined by the College's insurance consultant, Cottingham & Butler. Overall, the current plan year claims are much higher than expected. After considering all information that was available, the six voting members of the committee came to consensus on one minor plan design change and the resulting increase in premiums. Based on the provided information and the committee and consultant's feedback, the following is being recommended:

- Continue to offer the High Deductible Plan accompanied by a Health Savings Account conforming to IRS qualifying regulations with no changes in plan design.

- Continue to offer the Open Access Plan with a change to the specialty Rx tier under the prescription drug benefit. The employee out-of-pocket for specialty medications will change from a \$200 co-pay to 30% co-insurance. This change will be coupled with the introduction of a specialty drug program that an employee can voluntarily enroll in and reduce their out-of-pocket expenses to as low as \$0. The 30% co-insurance will only apply to employees who do not opt to enroll in the program.

The following are recommendations of administration and the insurance consultant:

- Maintain the Board contribution toward health insurance of 95% of employee only premium and 75% of premiums for dependent coverage tiers.
- Increase Open Access Plan premiums by 8%.
- Increase High Deductible Plan premiums by 8%.
- Set the annual Board contribution to an employee’s Health Savings Account for those electing the High Deductible Plan at \$3,000.
- Establish the monthly Board contribution toward dental insurance equal to the premium set for employee only coverage. This premium will remain the same as plan year 2023.

The projected health insurance premiums are expected to generate sufficient revenue to pay expected claims, stop loss insurance and third-party administrative fees as determined by Cottingham & Butler given past claims experience, including the current year and previous two plan years, and current healthcare inflation of 6-8%.

Mr. Gleckler, Vice President, Administrative Services provided a brief update on our stop loss insurance policy that will expire in June. We were offered a discounted rate if the policy is renewed early. He explained the benefits of renewing early and asked the board to authorize the renewal. It will be presented for ratification at the May board meeting.

MOTION NO. 4-26-23-6:

Mr. Rosenthal moved to approve the insurance recommendations as presented and to authorize administration to renew the stop-loss policy. Mr. Holaway seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Gates, Ms. Herzog (advisory), Mr. Holaway, Ms. Raymond, and Mr. Rosenthal. PASSED

2. Electrical Distribution Lineman – Additional Course Fees

The current electrical distribution lineman program utilizes additional course fees to cover the cost of instruction charged to LLCC from AIEC (Association of Illinois Electric Cooperatives). New courses for this program have been approved through the LLCC curriculum process and by ICCB, and we recommend the following fees for each course. Electrical Distribution Lineman courses (EDL) utilize course fees. Classes with 1.5 credit hours need a course fee of \$384. Classes with 3 credit hours need a course fee of \$768.

These course fee rates are consistent with the already established per credit hour rates for the EDL program.

MOTION NO. 4-26-23-7:

Mr. Elmore moved to approve the new course fees of \$384 for a 1.5 credit hour course and \$768 for a 3-credit hour course for EDL courses beginning the fall 2023 term. Dr. Davis seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Findley, Mr. Gates, Ms. Herzog (advisory), Mr. Holaway, Ms. Raymond, and Mr. Rosenthal. PASSED

E. Information Technology Items – None

F. 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

The item has been updated.

- b. Construction Progress Update
- c. Quarterly Budget Transfer Report

The transfer report reflects transfers at the end of the third quarter of this fiscal year.

We continue to be well within statutory requirements limiting the amount of transfers to 10% or less in any fund.

- d. Monthly Financial Report
4. Information Technology – None
5. Advancement Office - None
6. Executive Division
 - a. Review of Agenda Master Calendar

B. President's Report

We are celebrating the official notice last month of LLCC's continuing accreditation for a full 10 years by the Higher Learning Commission (HLC). The re-accreditation confirms that we met all criteria for accreditation and federal compliance, with no sanctions recommended or interim monitoring required. This is a great honor and testament to the excellence of the education we offer. The reaffirmation is the result of much hard work by faculty and staff, and especially Dr. Tricia Kujawa, assistant vice president of institutional research and effectiveness, who led the college's effort to gather evidence, write our assurance filing, and organize the HLC peer review visit. We had a group attend the Higher Learning Commission annual meeting to learn more about the proposed direction for the Commission and its impact on how we approach meeting future guidelines and then, of course our next accreditation.

LLCC Diesel Technologies has earned accreditation through the Associated Equipment Distributors (AED) Foundation. AED is the international trade association for equipment distributors, manufacturers, and service providers. The accreditation signifies that LLCC "has met rigorous, industry-specific, national equipment technical standards and provides the best in diesel-equipment technical education as defined by the industry it serves." Also, in the latest of a series of industry donations to the program, John Deere Reman has provided a significant amount of machine components to be used as training aids. The Diesel Technologies program will begin with a cohort of 20 students this fall.

All areas have submitted their budget requests for the coming year and the cabinet is now sorting through those and determining what we will be able to support and have as part of the board's budget workshop in June.

We are growing CTE programming, and we are getting very tight on space again. We are growing construction with the addition of commercial construction opportunities, and hopefully you will hire an industrial maintenance director tonight so we can get that program moving forward for our manufacturers. We are squeezing where we can until we can get the new storage area built behind Montgomery. Working with the Federal grant for construction means a lot more "steps" to get the work done. We are also still growing in healthcare with the addition of the cardiovascular sonography program and are now working on a Medical Lab Technician Assistant program that is seriously needed in the community. Additionally, we will begin taking some of our Medical District certificate programs to our other locations and see if we can help more with their shortages.

Several projects funded by our Innovation in Diversity and Inclusion Grant program, sponsored by the Campus Climate Team, occurred this month: Members of the Black Student Union (BSU) welcomed approximately 60 District 186 seniors to BSU Fest last Friday. Participants toured campus; participated in sonography and other workshops; heard from BSU alumni, faculty, and staff; and left excited about attending LLCC. The Diversity and Equity Fellowship Initiative is a project of the diagnostic medical sonography program as a faculty recruitment tool, with the goal of increasing the diversity of the health professions faculty. A local echocardiographer, who is from a minoritized group, was selected as a Fellow and assisted with a curriculum proposal for a new cardiovascular sonography AAS degree program. A third IDI grant project involves occupational therapy assistant students assisting with a Boys and Girls Club after-school program at DuBois Elementary School.

LLCC Aviation welcomed 100 students from the Capital Area Career Center to the LRS Aviation Center to learn about our aviation mechanics training program and great careers in the field.

The computer science program hosted the Info Tech Expo at the Kreher Agriculture Center. The event allowed students to learn more about the local IT industry, network with local employers and explore different career paths in the field of computer science. The Workforce Institute hosted a career fair with approximately 30 local employers participating, and Nursing held a similar career fair featuring hiring managers from local health care agencies.

We just finished meetings with our high schools that are served by our Outreach Centers. We had three meetings – Jacksonville, Taylorville, and Litchfield – with high school superintendents, principals, and counselors. It was an opportunity to help them with some of our processes – particularly as it related to concurrent enrollment and all the rules that have been changed by the legislature for the last few years, and to hear from them about how we can serve them better. The discussions were great, and for the most part we are doing the right things. Obviously, their biggest challenge is getting faculty – for all kinds of courses. Next, we need to meet with the area high schools specifically served by our main campus.

Our Inclusivity Speaker Series sponsored Julio Barrenzuela, the “Salsa Ambassador,” for a presentation and Salsa demonstration.

The 10th annual Farmers Share Luncheon, sponsored by the Ag Club, illustrated how farmers receive only 14% of the total cost of American food expenditures. Attendees had to pay just \$1 for a full meal to represent the “farmers share.”

The 2023 Juried Student Art Show is now on display through May 11 in the Trutter Museum/James S. Murray Gallery. Winners of various awards were announced at an opening reception.

Our library is celebrating National Library Week with events each day, including the Edible Books Fest yesterday.

Sexual Assault Awareness Month activities have focused on how we can help prevent sexual assault and support survivors.

Four staff members attended the annual conference for the American Association of Community Colleges. It is always good to hear more about what other colleges are doing and to share ideas on where education is headed. There was much discussion on diversity, competency-based education, and especially the use of Artificial Intelligence. Dr. Chris McDonald attended several sessions in that area and is brainstorming ideas for us to look at. Bottom line is it is not if – it is how we approach this to add to education, not to do it for us.

Dr. Chris McDonald, professor of political science, was honored as a 2023 Dale P. Parnell Distinguished Faculty Award winner by the American Association of Community Colleges.

Laura Anderson and Leslie Stalter, professors of art, presented on collaboration and competition in art and design curriculum at the annual Foundations in Art: Theory and Education Conference, also in Denver.

Kyla Kruse, director of communications, graduated from the Leadership Institute of the National Council for Marketing and Public Relations, and was recognized at its national conference.

Trustees were reminded that 4 hours of Professional Development Training is available through a virtual training session on June 10, 2023 through Robbins Schwartz, a dedication ceremony for the West Lake Nature Grove will take place on May 8, the legislative reception is on Tuesday, May 2nd and Lobby Day is May 3rd.

The trustees were given a list of the 2023 legislative goals along with a listing of the current, senators and representatives in our community college district.

Finally, we recognize with sadness the passing of Dr. Robert Poorman, President Emeritus, on April 2. Dr. Poorman was the college's founding president, starting his position on Dec. 1, 1967, and retiring on Aug. 31, 1988. His vision, dedication to students and support of faculty and staff laid the foundation for an institution that has changed the lives of thousands of residents over the last 56 years.

C. Report from Faculty Senate

Ms. Karen Sisk, Lead Senator reported that faculty is working closely with the Director of Student Engagement to collaborate more with students, focusing on consistent communication between departments, addressing issues regarding attendance and grade reporting to multiple entities and addressing some concerns with the College Now students having a true college experience.

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

Ms. Raymond reported that she will attend the legislative reception and encouraged board members to attend the upcoming ICCTA's annual convention in Normal. She then recognized Administrative Professionals Day.

J. Foundation Report - None

K. Other Board Members' Reports – None

V. Strategic Discussion

A. West Lake Nature Grove

Brent Todd, Dean, Natural & Agricultural Sciences and Bill Harmon, Professor, Agronomy provided an overview of activities occurring at the West Lake Nature Grove, the college's newest outdoor living lab and co-curricular education center.

VI. Executive Session

MOTION NO. 04-26-23-8:

Dr. Davis moved to hold an executive session for the purposes of discussing personnel matters and pending/imminent legal matters. Ms. Raymond seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Ms. Herzog (advisory), Mr. Holaway, Ms. Raymond, and Mr. Rosenthal. PASSED

MOTION NO. 04-26-23-9:

Ms. Raymond moved to return to open session at 6:38 p.m. Mr. Gates seconded.

Those members voting aye were Dr. Davis, Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Ms. Herzog (advisory), Mr. Holaway, Ms. Raymond, and Mr. Rosenthal. PASSED

VII. Actions from Executive Session

MOTION NO. 04-26-23-10:

Mr. Fulgenzi made a motion to approve the attached personnel matters, Mr. Gates seconded.

Those members voting aye were Dr. Davis, Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Ms. Herzog (advisory), Mr. Holaway, Ms. Raymond, and Mr. Rosenthal. PASSED

VIII. Adjournment

There being no further business before the Board, the meeting adjourned at 6:35 p.m.



Chairman Gates

Secretary Raymond

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Personnel Matters

DATE: April 26, 2023

We recommend the following personnel actions:

ADMINISTRATOR

- A. Approve the employment of Ronnie “Doug” Hoy in the position of Program Director, Industrial Maintenance and Electrical. Mr. Hoy has a Bachelor of Business Administration from Benedictine University. He has worked in industrial maintenance for over 28 years, most recently as a Maintenance Manager at GSI in Taylorville. His employment will be effective to May 1, 2023 with placement in salary grade K.

- B. Approve the employment of Dr. MaryShannon Williams in the position of Director, Faculty Development. Dr. Williams earned her PhD in Information Science and Learning Technology from the University of Missouri-Columbia. She has thirteen years of higher education experience in instructional design, faculty development and instruction. She currently teaches at Purdue University. Her employment will be effective June 1, 2023 with placement on salary grade L.

- C. Approve the employment of Lori Badgley in the position of Program Director, Respiratory Care. Ms. Badgley has a Master of Science in Respiratory Care, Education and Leadership from Boise State University. She has been a respiratory therapist for over 26 years and has taught as an adjunct at LLCC for 13 years. Her employment will be effective May 15, 2023 with placement in salary grade K.

- D. Approve a change in salary grade for Rick Schnetzler. The Director, IT Support position will now be placed in salary grade K effective April 10, 2023.

FACULTY

- A. Resignation

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE DATE</u>
Paul Ray	Instructor	ARH	05/05/2023

- B. Approve the one-semester, temporary appointment of Elizabeth Fines Workman as Communication Instructor. Elizabeth received her Master of Arts degree in Communication Studies from Southern Illinois University at Carbondale. She has been an adjunct instructor at LLCC since Fall of 2017 and currently has a temporary appointment for Spring 2023. Her employment will be effective August 15, 2023 with placement on Masters, Step 5 of the 2023-2024 faculty salary schedule.