

**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, February 28, 2024 at 5:30 p.m. in the Robert H. Stephens Room with Chairman Gates presiding.

**I. Preliminary Matters**

*A. Roll Call*

Members present were Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Ms. Herzog, Mr. Holaway, Ms. Enz, and Mr. Rosenthal. Dr. Davis was absent.

*B. Pledge of Allegiance*

*C. Adoption of Agenda of the February 28, 2024 Meeting*

**MOTION NO. 02-28-24-1:**  
Ms. Enz moved to adopt the agenda of the February 28, 2024. Mr. Holaway seconded.

Chairman Gates called a voice vote, all members voted aye. **PASSED**

*D. Introductions and Recognitions - None*

*E. Hearing of Citizens – None*

## II. Consent Agenda

### MOTION NO. 02-28-24-2:

Mr. Fulgenzi moved to:

- approve the minutes of the regular meeting of January 29, 2024;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during January 2024 and ratify the January 31, 2024 Treasurer's Report;
- approve out of state travel;
- approve a purchase order to ILMO for five welders and accessories at the total estimated cost of \$27,318.78 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2024-14;
- ratify the intergovernmental agreement with the Illinois Department of Corrections, approve the partnership with DRI International to train DoIT employees for \$23,970 and approve the affiliation agreement amendment with HSHS Medical Group;
- approve the contract with Coastal Cloud for Salesforce consulting and developing in the amount of \$120,705;
- approve the contract with RL Canning for network administration services for \$108,600;
- ratify the grant application for the Access and Equity in Dual Credit Project Grant in the amount of \$149,415;
- approve the base bid in the amount of \$179,116 from APCO Signs and to establish a project contingency in the amount of \$18,000 for an aggregate amount of \$197,116 to complete the Interior Wayfinding Phase 1 Project at LLCC's Main Campus;
- and approve the base bid in the amount of \$207,495.70 from Truman L. Flatt & Sons and to establish a project contingency in the amount of \$20,750, for an aggregate amount of \$228,245.70 to complete the Main Campus Parking Lots 5 & 7 Improvements Project at LLCC's Main Campus.

Mr. Elmore seconded.

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

## III. Action Agenda

### A. Policies

#### 1. New Board Policy 4.18 – Dual Credit

The following is a proposed new Board Policy required by ICCB:

#### **Policy Statement:**

*Lincoln Land Community College partners with high schools within Community College District #526 to offer dual credit opportunities to high school students in accordance with the Dual Credit Quality Act (110 ILCS 27).*

**MOTION NO. 02-28-24-3:**

Ms. Enz moved to approve new Board Policy 4.18 – Dual Credit. Mr. Holaway seconded.

Chairman Gates called a voice vote, all members voted aye. PASSED

2. Revision to Board Policies 5.14, 5.18, 5.19, 5.20 and 5.42

The following are proposed changes to Board Policy 5.14 – Tuition and Fee Rates/Payment, 5.18 – Tuition and Fee Refund, 5.19 – Student Financial Obligations, 5.20 – Transcripts, and 5.42 – Schedule Changes.

Changes to board policies 5.14, 5.19, and 5.20 are necessitated by an amendment to SB 49 Student Debt Assistance which became effective July 1, 2023. The amendment restricts the ability of colleges to withhold transcripts for an outstanding balance for students who are seeking employment or to further their education. To comply with the amendment, we are removing any reference to the withholding of transcripts due to an outstanding balance.

Changes to board policies 5.18 and 5.42 reflect a change to add period each term. After reviewing the success rates of students who add classes late in the first week of the semester, and considering feedback from students who find the current add period to be confusing, we are requesting a change to our add period to shorten it from the first full week of the term to through Wednesday of the first week of the term. This aligns the add period of our full semester terms with those of our module terms.

**5.14 - Tuition and Fee Rates**

***Policy Statement:***

*The in-district tuition rate shall be adjusted at the beginning of each academic year (fall term) to reflect the previous year's state average, adjusted for cost of living. The state average will be the average as determined by the Illinois Community College Board. The cost-of-living adjustment to be used shall be that which is the most recently available Higher Ed Price Index. The adjusted tuition shall be rounded to the nearest one-half dollar. Rates for out-of-district and out-of-state students shall be established in accordance with the Act\* and the Rules of the State Board. Courses which consist primarily of travel outside the community college district shall be charged at in-district rates regardless of student residency status.*

*The Board shall establish from time to time the fees to be assessed for specific courses, special services or student activities.*

*Unless otherwise authorized by the chief financial officer, all tuition and fees shall be paid in full prior to the beginning of classes. If installment payments have been authorized, then the failure to make any payment when due may subject the student to immediate dismissal or such other penalty as may be deemed appropriate. ~~including the withholding of grades or transcripts.~~*

**Legal Citation:**

*110 ILCS 805/3-45 and 110 ILCS 805/6-4*

## **5.18 - Tuition and Fee Refund**

### ***Policy Statement:***

Students who officially drop a course(s) during the first week of any ~~semester~~ *term* will receive a refund of 100% of tuition and course fees paid. Refunds for a course(s) with a shorter schedule, e.g., modules, summer session, etc. and for semesters that have an irregular start (e.g., have a holiday within the first week) shall be made on a pro rata basis.

In the event a course is canceled, all paid tuition and fees will be refunded.

No refund will be made to students who are withdrawn from any course for disciplinary reasons or absenteeism. Refunds for special fees (e.g., fees connected to travel-study or fees for required background checks) will be considered on a situational basis regardless of drop date.

Workforce Development and Community Education programs may have different refund policies. Please refer to the individual program for additional information regarding this and other policies.

## **5.19 - Student Financial Obligation**

### ***Policy Statement:***

*Students shall discharge all financial and other obligations to the District prior to registering for the next semester. These obligations include, but are not limited to, overdue library book fines, tuition, student fees, bookstore charges, and childcare center fees. ~~Failure to satisfy such obligations may result in the withholding of transcripts, grade reports, and letters of honorable dismissal.~~*

## **5.20 – Transcripts**

### ***Policy Statement:***

*The College shall, upon request, provide students with official transcripts of all credit coursework attempted with attendant grades ~~provided that students have discharged all financial obligations to the College.~~*

## **5.42 – Schedule Changes**

### ***Policy Statement:***

*Students may enroll or withdraw from courses as follows:*

- 1. Enrolling in Course(s): Students may enroll before a term begins. After the starting date of a term, a student may not initially enroll. Students already enrolled in a course(s) for a given term may add a course(s) to their schedule ~~during the first week in that term~~ **through Wednesday of the first week in that term**. In special and unusual circumstances, the Vice President, Student Services, or the Vice President’s designee, may, after consultation with the relevant faculty member and the appropriate dean, authorize a registration after the late registration period. A late fee shall be assessed if the student adds a course(s) after the first meeting.*
- 2. Withdrawing from Course(s): Students may officially withdraw from courses up to one full week before the last day of classes in a regular college semester or term. After the sixth day of class a student will receive a grade of “W”. Shorter term courses will have a proportionate withdrawal period. Refunds shall be in accordance with Board Policy 5.18, “Tuition and Fee*

*Refund”, and the grade recorded at the time of withdrawal shall be in accordance with Board Policy 5.8, “Grades Given Upon Withdrawal.”*

These changes are being presented for a first reading tonight. No action is required at this meeting. With Board concurrence, we will return this policy to you for action at the regularly scheduled March 2024 meeting of the Board.

*B. Academic Services Division Items*

1. Sabbatical Leave Recommendation for 2024 - 2025

The following sabbatical leave requests for the 2024-2025 Academic Year are submitted for approval:

Jennie O'Malley, Professor of Biology, requests sabbatical leave for the Spring 2025 semester. Prof. O'Malley will be working on the creation of instructional videos, images, and supplemental content that would enhance Anatomy and Physiology instruction. The project will include the development of content across the entire A&P course sequence including histology and the eleven body systems studied. These materials will be incorporated across all sections of A&P, used by all students, and will be put on reserve in the library for check-out establishing OER content for these courses. This project will enhance equity amongst students by providing the same course content for all students to engage with.

Tameka Johnson-Tillman, Professor of English, requests a sabbatical leave for the Spring 2025 semester. Prof. Johnson-Tillman will work to complete necessary research and analyze collected data to then begin and complete writing her dissertation in pursuit of her PhD in English Studies. Her research is focused on Hip Hop literacy, social justice, linguistic justice, and identity which inform her instruction by incorporating the intersections of language, identity, and culture into the work students complete in her first-year writing courses.

**MOTION NO. 02-28-24-4:**

Mr. Elmore moved to approve the sabbatical leave for Jennie O'Malley and Tameka Johnson-Tillman for Spring Semester 2025. Ms. Enz seconded.

Chairman Gates called a voice vote, all members voted aye. PASSED

*C. Student Services Division Items – None*

*D. Administrative Services Division Items*

1. Variable Tuition Rate

Procedures under Board Policy 5.14, Tuition and Fee Rates/Payment, allow for tuition and fees to be assessed for specific courses and special services. In 2007, the LLCC Board of Trustees adopted a variable tuition rate for programs with high costs of delivery. Accordingly, the following additional per credit hour variable tuition amount is proposed. This amount is in addition to the standard tuition rate.

For the newly established Cardiovascular Sonography (CVS) and Medical Laboratory Technician (MLT) courses, we are proposing a variable tuition rate of 2.0 times the standard tuition rate. All CVS courses will be assessed a variable tuition rate of \$140.00 beginning Fall 2024. MLT courses will begin Fall 2025 and will be assessed a variable rate of 2.0 times the standard tuition at that time. This rate is consistent with all the health professions programs.

**MOTION NO. 02-28-24-5:**

Mr. Holaway moved to include a variable tuition rate for CVS beginning Fall 2024 semester and MLT beginning Fall 2025 semester. Mr. Fulgenzi seconded.

Chairman Gates called a voice vote, all members voted aye. PASSED

2. Selection of External Auditors

The College recently advertised and received responses to a Request for Proposal for Auditing Services for a five-year period covering fiscal years 2024-2028. Services to be provided to the College include auditing the financial records of the college, preparing the annual comprehensive financial report, preparing required ICCB and other grant financial reports and communications with the Board of Trustees.

Respondents included Sikich LLP, Kerber, Eck and Braeckel LLP and Crowe Horwath LLP. The firms were evaluated based on familiarity with GASB, OMB A-133 and required ICCB audit schedules and guidelines; internal quality control; experience with Illinois Community Colleges; depth and experience of staff and working relationship with clients; frequency of contact and availability of staff to meet the College's timeline and overall cost and additional available services.

The College agreed that each firm possesses the needed aptitude, skills and personnel needed to conduct an independent and professional audit for the college. The proposals submitted were high quality, therefore, the final decision came down to overall cost.

**MOTION NO. 02-28-24-6:**

Mr. Elmore moved to engage Sikich as external auditors to review the College's financial statements for FY2024 through FY2028 for a total cost of \$400,615. Mr. Rosenthal seconded.

Chairman Gates called a voice vote, all members voted aye. 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. Monthly Financial Report
4. Information Technology – None
5. Advancement Office – None
6. Executive Division
  - a. Review of Agenda Master Calendar

#### *B. President's Report*

LLCC is one of 12 Illinois community colleges to be awarded virtual reality (VR) grant funding to help incorporate VR equipment into existing Career and Technical Education (CTE) programs. The funding allows colleges to purchase VR hardware and software to recruit and instruct students in a variety of workforce training programs. LLCC has been awarded \$91,688 for the areas of health professions, workforce, and arts and communication.

For the 11<sup>th</sup> year in a row, our chapter of Phi Theta Kappa Honor Society completed all the requirements for Five Star Chapter Status, the highest level of recognition. Requirements included chapter participation in regional events, student and advisor professional development, recruitment activities and completion of two service projects — one to benefit the college and one to benefit the community. The chapter held “Mail From Memory Lane,” a pen pal program with Eastland Retirement Community.

Our Diagnostic Medical Sonography program has been awarded initial program accreditation by the Commission on Accreditation of Allied Health Education Programs for two specialty areas: Abdominal-Extended and Obstetrics and Gynecology Sonography. The award is for five years and will positively impact the timing of when DMS students can sit for certification board exams and will open up new opportunities for graduate employment and program clinical affiliations.

The college is partnering with AT&T to offer free digital literacy training classes throughout 2024 to help bridge the technological divide for older adults. Eighteen classes are currently scheduled from now into May, and 78% of them are already at or have exceeded capacity. Courses include basic sessions for Windows 10, cybersecurity, email and internet, as well as courses on mobile devices and video conferencing. Additional dates for summer and fall will be added soon.

We hosted the regional Academic Challenge on February 5<sup>th</sup>. Approximately 200 students from 12 area high schools joined us on campus to compete — both as individuals and teams — in biology, chemistry, computer science, engineering graphics, English, mathematics and physics.

The annual Lincoln Lecture was held Feb. 12. “Abraham Lincoln and the Making of the American West” was presented by Jacob K. Friefeld, the director of the Center for Lincoln Studies at UIS to nearly 70 attendees. Outreach Centers and Student Life also held various Lincoln-themed activities.

On February 19<sup>th</sup>, we held our spring Open House on campus and at Outreach Centers for prospective students and their families. There were 335 individuals in attendance, which included 141 prospective students. Visitors spoke with faculty and staff, viewed exhibits, toured select areas of campus, learned about the basics of college and choosing a major, and could apply for admission.

Homecoming was held last week. There were three days of fun activities including Stump the Professor Trivia, Royalty voting and the culminating events – the men’s and women’s basketball games. During halftime of the women’s game, Dane Foster and Olivia Marchizza were announced as the Homecoming Royals.

We hosted two transfer fairs for our current students to explore and get information on next steps from institutions where they can complete their bachelor’s degrees. One event held earlier this month featured private Illinois colleges and universities, an event today featured state universities.

Throughout February, we held activities for African American History Month. This year’s theme is “A Celebration of the Arts.” Some of the activities have included an open mic night; a conversation on mental health and the arts; a panel presentation on building community, advocating for justice, and inspiring change; and tomorrow is African American Food and Vendor Day.

Dr. Jason Dockter, vice president of academic services, and Kristin Booher, director of student engagement, are LLCC’s latest graduates of Leadership Springfield, a leadership training program sponsored by the Greater Springfield Chamber of Commerce.

Coach Ron Riggle, LLCC’s head baseball coach and athletic director, reached his 700<sup>th</sup> win on February 17<sup>th</sup>. He is in his 34<sup>th</sup> season coaching at LLCC and his 22<sup>nd</sup> year as head coach. During that time, he’s been to the NJCAA National Tournament eight times and has won the national tournament twice (1994 and 2000).

LLCC Ag students participated in the spring state PAS contest. Our Soils Team placed third, and our Swine and our Sheep/Goat Teams both placed fourth. LLCC’s Livestock Judging Team participated in the Dixie National Collegiate Beef Judging Contest. Our second-year student teams placed fourth overall. Also, LLCC Ag student Jobeth Matli from Raymond was named the 2024 Illinois Pork Ambassador, which is a statewide summer internship position with the Illinois Pork Producers.



LLCC is participating in the online Community College Survey of Student Engagement (CCSSE). The survey just launched yesterday and will remain open during most of March for students to share their perspectives on teaching, learning and retention in community colleges.

The Paul Simon Essay contest is currently open for students through 3 p.m. on March 22nd. It is a statewide content that provides an opportunity to win a \$500 scholarship by writing a 500-word essay on the topic "How My Community College Changed My Life." A local LLCC winner will be selected to advance to the statewide competition and be given prizes from the LLCC Bookstore, Foundation and Writing Center.

High school advisory committee meetings were held to discuss how LLCC can be better partners with high schools, discuss College Now and dual credit. Staff met with principals, superintendents, and guidance counselors.

*C. Report from Faculty Senate*

Karen Sisk reported that faculty is working with Dr. Dockter to get more adjuncts involved in committees and in Senate positions.

*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*

The next ICCTA meeting is in March in Kankakee.

*J. Foundation Report - None*

*K. Other Board Members' Reports -*

Trustee Elmore, Dr. Warren, Trustee Fulgenzi, and Ms. Herzog met with U.S. Senators Budzinski and Miller while they were in Washington DC attending the ACCT Legislative Summit. They also met with the staff of Senators Durbin & Duckworth, and Congressman LaHood.

Ms. Herzog reported that the SGA attended the homecoming games. They are working on a letter writing campaign and will host an Advocacy Day in April. As a member of PTK, she reported they will have an Expression Expo featuring an art fair, movie night, and wellness sessions for faculty and staff next week.

**V. Strategic Discussion – None**

## VI. Executive Session

### **MOTION NO. 02-28-24-7:**

Ms. Enz moved to hold an executive session for the purposes of discussing personnel matters, faculty tenure and continuing employment and pending/imminent legal matters. Mr. Holaway seconded.

Chairman Gates called a voice vote, all members voted aye. PASSED

### **MOTION NO. 02-28-24-8:**

Trustee Enz moved to return to open session at 6:02 p.m. Trustee Fulgenzi seconded.

All members voted aye. PASSED

## VII. Actions from Executive Session

### **MOTION NO. 02-28-24-9:**

Trustee Elmore recommended approval and issuance of the Notice to Remedy to Rebecca Klatt, seconded by Trustee Rosenthal.

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

### **MOTION NO. 02-28-24-10:**

Trustee Holaway moved to approve the awards of tenure for the 2024-2025 academic year to faculty members Julie Brennan, Justin Cobb, Angela Hardesty-Smith, Marcie Leonard, Derek Matlock, David Park, and Travis Rath, and continuing employment of Amy Branham for the spring 2024 and fall 2024 semesters, and to re-employ Ted Babin, Natasha Casey, Elizabeth Conrady, Marlena Constant, Meghan Deaver, Daniel Fleming, Matthew Griffin, Kody Letterle, Christina Negley, Ann Neilson, Jeni Noble, Michael Readenour, Erin Shanle, Amy Strawn, Ryan Stringer, and Dallas Wright for the 2024-2025 Academic. Trustee Fulgenzi seconded.

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

### **MOTION NO. 02-28-24-11:**

Trustee Fulgenzi moved to approve the remaining personnel items and the listing of faculty positions for the 2024-2025 academic year, seconded by Trustee Rosenthal.

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

**VIII. Adjournment**

There being no further business before the Board, the meeting adjourned at 6:14 p.m.



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Chairman Gates

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Secretary Enz

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees  
**FROM:** Charlotte J. Warren  
President  
**SUBJECT:** Personnel Matters  
**DATE:** February 28, 2024

We recommend the following personnel actions:

**ADMINISTRATOR**

A. Retirement

<u><b>NAME</b></u>	<u><b>POSITION</b></u>	<u><b>EFFECTIVE DATE</b></u>
Kim Eddings	Director, Accessibility Services	06/30/2024