I. Preliminary Matters

A. Roll Call

Members present were Mr. Gentry, Mr. Rosenthal, Mr. Fulgenzi, Mr. Shackelford and Mr. Findley. Mr. Gray joined the meeting in progress. Mr. Reichert and Mr. Wesley were absent.

B. Pledge of Allegiance

Vice Chairman Findley led the audience in the pledge of allegiance.

C. Adoption of Agenda of the July 23, 2014 Meeting

MOTION NO. 7-23-14-1:

Mr. Shackelford moved to adopt the agenda of July 23, 2014 meeting. Mr. Rosenthal seconded.

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

D. Introductions and Recognitions – None

E. Hearing of Citizens - None
II. Consent Agenda

MOTION NO. 7-23-14-2:

Mr. Rosenthal moved to:

- approve the minutes of the Regular Meeting of June 25, 2014;
- approve the minutes of the Special Meeting of June 25, 2014;
- ratify payments of bi-monthly of checks issued during June 2014;
- approve out-of-state travel for the attached list of employees;
- approve the purchase of ink and toner cartridges from Bradfields, Incorporated;
- approve the purchase of 300 IP phones from VOIP Link in the amount of $49,800 as part of the phone system upgrade project;
- ratify the contract with the Salvation Army in the amount of $10,080; approve the clinical site agreement with Vibra Hospital; approve the clinical site agreement with St. Anthony’s Memorial Hospital; approve the clinical site agreement with Lincoln Prairie Behavioral Health Center;
- approve the annual contract for the Blackboard Enterprise System and Data Integration at a total cost of $72,345;
- approve the annual maintenance contract for the Colleague System software at a total cost of $250,182;
- approve a purchase order with Cavallo Bus Lines to provide transportation for our Fall and Winter Athletic Travel in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2015-3;
- ratify the grant submission with the Illinois Department of Human Services in the amount of $79,299; and
- approve the Base Bid from Halverson Construction Company, Inc. in the amount of $1,955,523 to complete the Taylorville Code Compliance and Renovations project at LLCC’s Taylorville Campus pending successful negotiation of deductive change orders to reduce the project cost to the available budget.

Mr. Fulgenzi seconded.

Those members voting aye were Mr. Gentry (advisory), Mr. Rosenthal, Mr. Fulgenzi, Mr. Shackelford and Mr. Findley. PASSED
III. Action Agenda

A. Policies

1. Proposed Language Change to Board Policy 8.14 - Holidays

This proposed language change to Board Policy 8.14 is specific to the LLCC Police Force, which is required to be staffed 24 hours a day, seven days a week, 365 days a year. The proposed change will include Independence Day as an observed holiday for LLCC Police Officers, regardless when it falls during the calendar week, and will be retroactive to July 1, 2014. Board Policy 8.14 is presented at this time for a first reading only and will be presented for approval at the August 2014 Board of Trustees meeting.

B. Academic Services Division Items - None

C. Student Services Division Items – None

D. Administrative Services Division Items

1. Tentative Fiscal Year 2015 Budgets

The Tentative Fiscal Year 2015 Operating Budget remains the same as presented and reviewed at the June 25, 2014 Budget Workshop. Figures are still forthcoming from the Illinois Community College Board with anticipation they will remain as originally projected. If changes occur, the Tentative Budget can be amended before the Final Fiscal Year 2015 Budget is adopted in September.

As required by law, request is made to place the Tentative Fiscal Year 2015 Operating Funds (Education and Operations and Maintenance Funds) Budget on file for public review with anticipation of presenting a Final Fiscal Year 2015 Budget for approval in September 2014.

MOTION NO. 7-23-14-3:

Mr. Shackelford moved to place on file for at least thirty days, for public review, the Tentative Fiscal Year 2015 Operating Budget. Mr. Fulgenzi seconded.

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

No updates to this item. Dr. Warren mentioned hiring recommendations for three listed positions will be presented during the Executive Session of tonight’s meeting.

   b. Construction Progress Update

Dr. Warren noted one change in this report. The Masonry Repairs to Sangamon, Menard and Cass, listed under Capital Renewal Projects – FY’13 will not be presented for approval as stated. This project will be re-bid as a continuing project in 2015.

4. Information Technology Systems – None

5. Workforce Development and Community Education - None

6. Executive Division
   a. Review of Agenda Master Calendar

The Fiscal year 2015 Final Budget will be presented in September for adoption and the October 2014 Board of Trustees meeting date has been changed to Tuesday, October 21, with the location and meeting time remaining the same.

Mr. Gray joined the meeting at 5:15 p.m.
B. President’s Report

LLCC’s College for Kids concludes this week with enrollment increasing from 510 attendees in 2013 to a record 578 attendees in 2014.

The Academy of Lifelong Learning will host their Annual Kickoff for current and prospective members on July 24.

New Student Orientation sessions continue and a new “Rapid Registration” event will also be conducted to assist students with registration for fall classes.

LLCC recruitment and healthcare representatives participated in a Medical Jobs Forum on June 30, sponsored by the Springfield Chamber and Faith Coalition for the Common Good at Union Baptist Church. The forum drew approximately 85 attendees.

On July 14th, Mary Beth Ray, Director of Career Development Services and Interim Director of Advising and Counseling, was the featured speaker at a Job Preparation Event sponsored by Illinois State Representative Sue Scherer.

LLCC’s Adjunct Instructors Fair drew 60 attendees on June 30.

The Illinois Community College Presidents’ Council’s Baccalaureate Program Study Group met and discussed a possible proposal for several Baccalaureate Programs; one area would focus on Applied Technology Programs and another on Nursing and Allied Health Programs. The next step for the Study Group will be presenting these options to the full Presidents’ Council for consideration at their October meeting. If approved, the Presidents’ Council will take the proposal to the Illinois Community College Trustees Association for their consideration in November.

The Springfield Civic Garden Club Flower Show was held in June at the Trutter Center. Over 300 visitors came to campus for the show.

The “Desert Princess-Child of the Raven” sculpture by artist Marshall Park Mitchell, has been relocated from the second floor of Menard Hall to the garden area of the Helen Hamilton Area.

LLCC is in its third year of establishing “Prairie Areas” on the main campus. The nature Prairie Areas are becoming established, with many native blooming species present. These areas provide both ecological and economic benefits to the college, saving over 10,000 annually.
Approximately 200 LLCC Biology students were involved in this spring’s “Bird Banding” of 82 different species, for a total of 1,391 birds identified and banded.

Andy Mitkos, Learning Management Systems Coordinator, in LLCC’s Instructional Technology and Distance Education department has been named an inaugural member of the Blackboard MVP Program.

Two LLCC students, Connor Carnduff and Brett Davis, received the Annual Outstanding Community College Student Geography Award from the Illinois Geographical Society. The students received a financial award and were recognized at the Illinois Geographical Society Annual Meeting and Awards Ceremony held in June.

LLCC Theatre is presenting “Your Swash is Unbuckled,” a collection of nine short stage combat plays by Jeff Goode on July 18, 19, 25, and 26.

Dr. Warren requested input and guidance from the Board of Trustees in the disposal of a vast amount of surplus items, which have over-filled LLCC’s new Storage Building. Following discussion, the Board approved LLCC checking with local office supply businesses/auctioneers regarding the possibility of purchasing the items as one large lot, or conducting an auction to repurpose these items.

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 - None
K. Other Board Members’ Reports - None
V. **Strategic Discussion**

   A. **Informational Presentation Regarding Goal 6 – Operational Strength**

Lesley Frederick, Vice President of Student Services provided a PowerPoint presentation on Goal 6 - Operational Strength, utilizing the LLCC Strategic Planning Dashboard. The Dashboard provides a visual illustration and measurement of the Key Performance Indicators for the College’s Strategic Plan. Ms. Frederick reviewed the five components of Goal 6, explaining the measurement component/metric for each.

VI. **Executive Session**

**MOTION NO. 7-23-14-4:**

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. Findley seconded.

Those members voting aye were Mr. Gray, Mr. Gentry (advisory), Mr. Rosenthal, Mr. Fulgenzi, Mr. Shackelford and Mr. Findley. PASSED

VII. **Actions from Executive Session**

**MOTION NO. 7-23-14-5:**

Mr. Gray moved to approve the attached employment recommendations. Mr. Findley seconded.

Those members voting aye were Mr. Gray, Mr. Gentry (advisory), Mr. Rosenthal, Mr. Fulgenzi, Mr. Shackelford and Mr. Findley. PASSED
MOTION No. 7-23-14-6:

Mr. Gray 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 January 22, 2014;
- the regular Board meeting of February 26, 2014;
- the regular Board meeting of March 26, 2014;
- the regular Board meeting of April 23, 2014;
- the regular Board meeting of May 28, 2014; and
- the regular Board meeting of June 25, 2014.

Mr. Fulgenzi seconded.

Those members voting aye were Mr. Gray, Mr. Gentry (advisory), Mr. Rosenthal, Mr. Fulgenzi, Mr. Shackelford and Mr. Findley. PASSED

MOTION No. 7-23-14-7:

Mr. Gray 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 January 22, 2014, authorized destruction date – July 22, 2015;
- Regular Board meeting of February 26, 2014, authorized destruction date – August 26, 2015;
- Regular Board meeting of March 26, 2014, authorized destruction date – September 26, 2015;
- Regular Board meeting of April 23, 2014, authorized destruction date – October 23, 2015;
Regular Board meeting of May 28, 2014, authorized destruction date – November 28, 2015; and


Mr. Findley seconded.

Those members voting aye were Mr. Gray, Mr. Gentry (advisory), Mr. Rosenthal, Mr. Fulgenzi, Mr. Shackelford and Mr. Findley. PASSED

VIII. Adjournment

MOTION NO. 07-23-14-8:

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

Those members voting aye were Mr. Gray, Mr. Gentry (advisory), Mr. Rosenthal, Mr. Fulgenzi, Mr. Shackelford and Mr. Findley. PASSED

The meeting adjourned at 6:35 p.m.

[Signatures]

Chairman Reichert

Secretary Wesley
MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Approval of Out-of-State Travel
DATE: July 23, 2014

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<th>Name</th>
<th>Meeting</th>
<th>Location</th>
<th>Account</th>
<th>Amount</th>
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<td>Council for Advancement and Support of Education Conference</td>
<td>Sacramento, CA</td>
<td>Staff Development</td>
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<td>Howard, Bob</td>
<td>Maverick Facility Grand Opening</td>
<td>Little Rock, AR</td>
<td>Administrative</td>
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MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren  
President

SUBJECT: Employment Recommendations

DATE: July 23, 2014

We recommend the following personnel actions:

ADMINISTRATIVE

A. Approve a 10% increase to the salary of David Pietrzak, Aviation Mechanics Training Specialist, who will assume additional responsibilities in the absence of a Program Director-Aviation. This increase will be retroactive to May 1, 2014 and continue through July 31, 2014.

B. Approve the employment of Ms. Lorie McDonald as Director, LLCC-Litchfield. Ms. McDonald earned a Master of Public Administration from the University of Illinois Springfield and a BA in Political Studies from UIS, as well. She is presently employed as the Programs of Study Coordinator at Education for Employment in Champaign. Her employment will be effective August 11, 2014 and placement will be on salary grade K. A copy of Ms. McDonald’s resume is attached.

C. Approve the employment of Mr. David Pietrzak as Program Director, Aviation. Mr. Pietrzak is presently serving as an Aviation Mechanics Training Specialist for the program. He has a Bachelor of Science in Aviation Operations from Southern Illinois University and has worked in the aviation industry for over 20 years. His employment will be effective August 1, 2014 and placement will be on salary grade J. A copy of Mr. Pietrzak’s resume is attached.
D. Approve the employment, pending the successful outcome of a criminal background check and drug screen, of Ms. Jamie Stout as Director, Community Education. Ms. Stout is presently employed at the Girl Scouts of Central Illinois as the Director of Membership & Volunteerism. She has a Masters in Public Administration from the University of Illinois Springfield. Her employment will be effective August 11, 2014 and placement will be on salary grade J.

E. Approve the layoff of Mr. Steven Bryant, Workforce Specialist, due to the loss of grant funding through the DCEO Urban Weatherization Grant. This layoff will be effective July 31, 2014.