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 23, 2022 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, Ms. Hadden, Ms. Raymond, and Mr. Rosenthal.

B. Pledge of Allegiance

Mr. Fulgenzi led the audience in the pledge of allegiance.

C. Adoption of Agenda of the February 23, 2022 Meeting

MOTION NO. 2-23-22-1:

Ms. Raymond moved to adopt the agenda of the February 23, 2022 meeting. Mr. Rosenthal seconded.

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

D. Introductions and Recognitions - None

E. Hearing of Citizens - None
II. Consent Agenda

MOTION NO. 2-23-22-2:

Mr. Rosenthal moved to:

- approve the minutes of the regular meeting of January 25, 2022;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and wire transactions issued during January 2022 and ratify the January 31, 2022 Treasurer’s Report;
- ratify out-of-state travel for the attached employee;
- approve out-of-state travel for the attached list of employees;
- approve the purchase of 90 HPE Aruba AP-505 Wireless Access points at a cost of $61,000;
- approve the purchase of three Dell EMC AX-740xd servers from Dell Computers in the amount of $60,000;
- approve the memorandum of understanding with Black Rocket and to approve the clinical site agreement with Aegis Therapies and Carlinville Rehabilitation and Nursing Center;
- ratify the Strengthen and Grow Child Care Grant in the amount of $100,000 and the Child Care Workforce Bonus Grant in the amount of $22,440;
- ratify the listed change orders in the amount of $10,711 for the Sangamon/Menard Drive and Drainage Repair project at the Main Campus as presented;
- ratify the listed change orders in the amount of $51,402.63 for the Nursing Renovation at Montgomery Hall at the Main Campus as presented;
- approve the base bid in the amount of $95,400 and alternate bid #1 in the amount of $1,400 from Johnco Construction, Inc., and to establish a project contingency in the amount of $5,000, for an aggregate amount of $101,800 to complete the Renovation of Microbiology Lab in Sangamon 2313 Project at the Main Campus;
- approve the small project – Renovate Millennium and Lower-Level Sangamon at the Main Campus;
- accept the proposal from John Shafer & Associates, Inc. in the amount of $43,650 to provide design services for the Renovate Millennium and Lower-Level Sangamon Project at the Main Campus and
- approve the base bid in the amount of $618,000, alternate bid #1 in the amount of $6,000, alternate bid #4 in the amount of $12,000, from R.L. Vollintine Construction Co., Inc. and to establish a project contingency in the amount of $55,000 for an aggregate amount of $691,000 to complete the Medical District Lighting, Flooring, Water Infiltration Project at the Medical District.

Dr. Davis seconded.

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

III. Action Agenda

A. Policies

1. Revision to Board Policy 5.42 – Schedule Changes

The following is a proposed change to Board Policy 5.42 - Schedule Changes. Revise
Board Policy 5.42 – Schedule Changes. The proposed change will go into effect immediately upon approval.

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

Policy Statement: Students may enroll add or withdraw from courses as follows: 1. Adding Enrolling in Course(s): Students may add a course(s) to their schedule enroll before the semester a term begins. or during the first week in a regular College semester or term. 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. In special and unusual circumstances, the Vice President for 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.”

MOTION NO. 2-23-22-3:

Mr. Gates moved to approve revisions to Board Policy 5.42 – Schedule Changes. Dr. Davis seconded.

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

2. New Board Policy 4.17 – Faculty Qualifications

The following is a proposed new Board Policy 4.17 – Faculty Qualifications. This proposed policy will ensure that Lincoln Land Community College’s faculty credentialing practices are documented and aligned with minimum qualification requirements of the Higher Learning Commission and the Illinois Community College Board.

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

When hiring faculty, the academic deans will follow the minimum qualification requirements outlined below, derived from the credentials and qualifications required by both the Illinois Community College Board and the Higher Learning Commission. Faculty are hired based on their disciplinary and instructional expertise and experience.

A. Transfer Disciplines
   a. Faculty member has earned a master's or doctoral degree in any discipline and at least 18 hours of graduate credit in the discipline for which the faculty member is employed. (Proficiency/Mastery of a foreign language verified by tested experience may qualify in lieu of graduate credit for foreign language instruction).
b. Faculty member has the ability to teach a substantive range of courses in the discipline.

B. Occupational (CTE) Disciplines

a. Faculty member has recently worked at least 2,000 hours (other than work in conjunction with an internship, apprenticeship, or similar educational program) in the discipline or closely related field.

b. Faculty member has met additional qualifications as required by any law, rule, or regulation.

c. Faculty member has the ability to teach a substantive range of courses in the discipline.

MOTION NO. 2-23-22-4:

Ms. Raymond moved to approve new Board Policy 4.17 – Faculty Qualifications. Dr. Davis seconded.

3. Revision to Board Policy 10.6 – Retention of Data

The following is a proposed change to Board Policy 10.6 – Retention of Data.

Revise and change Board Policy 10.6 – Retention of Data to Board Policy 10.6 - Data Governance, Retention and Deletion.

Policy Statement: Due to the architecture of the various technology resources, electronic stored information (ESI) may be retained in various locations, i.e., individual network storage, shared network storage, local storage, telecommunications devices, etc.

Retention of ESI is subject to the Local Records Act and ESI constituting a local record under that Act shall be retained for the periods provided for by the Local Records Commission.

LLCC currently has in place a back up system that operates nightly to back up or save ESI on its system. Such ESI is saved for approximately three months, though such time period is governed by available space and may be longer or shorter depending on space used. Only ESI located in individual and shared network storage will be routinely backed up by ITS. Back-ups are to be used for system recovery purposes only. ESI located on portable devices or local storage will not be backed up. Users are responsible for backing up files stored in local drives.

Users who have a need to save information for a longer period and in a more accessible manner should save such information in individual network storage. Users should contact the Help Desk for assistance.

Policy Statement: The College will ensure that its institutional data is effectively managed through a data governance structure, and that such efforts support the goals of the College.

The College’s document infrastructure will provide the ability to define and enforce document retention and deletion timeframes in accordance with local document retention mandates and College guidelines.
The College’s will provide a data backup system for mission critical systems as part of its Disaster Recovery and Business Continuity Plan.

This change is 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 2022 meeting of the Board.

B. Academic Services Division Items

1. Sabbatical Leave Recommendation for 2022-2023

Two (2) faculty members submitted a sabbatical leave request for academic year 2022-2023. The Sabbatical Leave Committee, composed of tenured faculty members, reviewed the requests, and forwarded their review and comments.

The following sabbatical leave request for the spring semester of the 2022-2023 Academic Year is submitted for your approval.

Leslie Stalter, Professor of Art, requests a sabbatical leave for the spring 2023 semester, during which she will develop and compile an Open Educational Resource for Non-Western studies that will be available to other faculty for interdisciplinary use. The outcome of this project will be a compilation of resources on Non-Western art and culture, utilizing many pieces from within the Trutter Collection that will be hosted within the Canvas LMS, allowing other faculty to easily integrate these resources into ART, MUS, and HUM course shells. This project benefits the college in the pursuit of its mission to provide accessible and affordable education to its students and it helps increase student exposure to other cultures. This project aligns with LLCC’s General Education Outcome II: Global and Cultural Awareness and will assist with faculty’s efforts at assessing that learning outcome.

MOTION NO. 2-23-22-5:

Mr. Gates moved to approve the sabbatical leave for Leslie Stalter for Spring Semester 2023. Mr. Rosenthal seconded.

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

2. Naming of Faculty Emeritus

Board policy permits the conferring of the honorary title “emeritus” upon a retired full-time faculty member at Lincoln Land Community College.

Based upon outstanding contributions from at least one of the following areas: teaching, participation and leadership in shared governance, service to the community, and advisor roles, the Faculty Development and Recognition Committee of the Faculty Senate recommends the granting of emeritus status to the following retired full-time faculty members: Janice Badgett, Virgil Rhodes, Theresa Till, and Nancy Walton.
C. Student Services Division Items – None

D. Administrative Services Division Items

1. FY2021 External Audit Supplemental Items

During this year’s audit cycle our external auditor CliftonLarsonAllen was not able to complete some of the necessary reports due to ICCB database interruption and the late guidelines from the Federal government surrounding the HEERF/Single Audit reporting. These items are now complete. Included with this board agenda is CLA’s report on Certification of Chargeback Reimbursement and Schedule of Enrollment Data. No findings were noted on these two reports. The second report is the Single Audit report. We did have one finding on this report related to the HEERF reporting guidelines where we missed one reporting deadline. No material or financial findings were otherwise noted.

MOTION NO. 2-23-22-7:

Mr. Fulgenzi moved to approve the FY21 Single Audit report and the FY21 Certificate of Chargeback and Enrollment Data report. Dr. Davis seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Ms. Hadden (advisory), 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

This item has been updated.

b. Construction Progress Update


4. Information Technology – None

5. Executive Division

a. Review of Agenda Master Calendar

B. President’s Report

U.S. Senator Tammy Duckworth toured the Workforce Institute Feb. 11 and led a roundtable discussion on our workforce programs, challenges faced by students, and how to help bridge employers’ needs for skilled workers with students’ needs for sustainable careers. Thank you to Board Chair Ken Elmore, Vice Chair Gordon Gates, and Secretary Samantha Raymond for participating with us.

Gov. J.B. Pritzker visited our Nursing Education Center last Wednesday to highlight parts of his state budget proposal that would increase MAP grants and provide $25 million to community colleges to assist health care students. Speakers included Dr. Warren, Luke Ridge and Lisa Robison-Carter, associate degree nursing students; Lt. Gov. Juliana Stratton; Sen. Doris Turner; and Rep. Sue Scherer. Board Chair Elmore and Jeff Fulgenzi were in attendance, along with local and statewide media.

Homecoming Feb. 12 included the introduction of our first ever mascot, Linc. Linc, who is the Loggers’ and LLCC’s Number 1 fan, debuted at the women’s basketball game and spread enthusiasm throughout the festivities, posing for photos and showing off some signature moves. We led up to Linc’s big reveal with “clues” on social media each day of Homecoming week. The men’s game featured the announcement of homecoming royalty, Hannah Williams, a Phi Theta Kappa honor society member pursing a major in elementary education, and Alex White, a criminal justice major.

Linc was also a hit at Campus Visit Day Monday when we welcomed nearly 300 individuals to campus for morning and evening showcases and presentations. Linc is now ready to spread Logger spirit at other campus and community events. LLCC Student Life is the home of Linc and scheduling all appearances.

We continue to celebrate African American History Month. Today, Teresa Haley, president of the Illinois NAACP State Conference and Springfield Branch along with members of her board presented “Cultivate,” a health and wellness awareness program. Coming up Monday, a presentation on the Springfield 1908 Race Riots by Carolyn Farrar, board president of the local African American History Museum, will be held in A. Lincoln Commons at 11 a.m.
This year’s Lincoln Lecture was held Feb. 11 with 114 participants (43 in person and 74 on Zoom). Our honored alum Dr. Samuel Wheeler presented “More Painful Than Pleasant? Abraham Lincoln and His Father.”

Top students from six area high schools competed in the regional Academic Challenge Feb. 9 in Cass Gym. Prior to the competition, we hosted exhibits for students to learn about opportunities at the college and awarded a $200 Foundation scholarship to a participant.

As part of our Inclusivity Speaker Series, Andrea Echelberger discussed “Accent Bias and Discrimination in the U.S.” in a Feb. 9 Zoom presentation for the campus community.

Congratulations to Tameka Johnson-Tillman, professor of English, recipient of the 2022 Dale P. Parnell Distinguished Faculty Recognition from the American Association of Community Colleges. Recipients will be honored at AACC Annual Convention in New York City May 1.

Bistro Verde is again open Tuesdays and Thursday, 11 a.m. to 1 p.m., offering a full-service dining experience, with food prepared and served by culinary arts, baking and pastry, and hospitality students. The menu can be found on our website.

Our Student Radiographer Association volunteered late last month at HSHS Mission Outreach sorting and boxing surplus medical supplies which will be distributed to hospitals and clinics around the world.

We hosted another vaccination clinic Monday and Tuesday, with two more coming up in March and April.

We had five snow days this month. Inclement weather and concern for the safety of our campus community caused us to close on Feb. 2nd, 3rd, and 4th and again on the 17th and 18th.

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

Chair Elmore thanked Dr. Warren, Lynn Whalen, and the LLCC staff for all the hard work in planning the legislators and Governor’s visit to campus.

I. Secretary’s Report - None

J. Foundation Report – None
K. Other Board Members’ Reports - None

V. Strategic Discussion

VI. Executive Session

MOTION NO. 2-23-22-8:
Dr. Davis moved to hold an executive session for the purposes of discussing personnel matters, faculty tenure and continuing employment, faculty positions appointment of vacant seat from Sub-District 6 and pending/imminent legal matters. Mr. Gates seconded.

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

MOTION NO. 2-23-22-9:
Dr. Davis moved to return to open session at 6:16 p.m. Ms. Raymond seconded.

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

VII. Actions from Executive Session

MOTION NO. 2-23-22-11:
Mr. Gates moved to grant tenure (continuing status) for the 2022-2023 Academic year to Bridgette Hudson, Laurie Lewis-Fritz, Teresa Liberati, Matthew Schownir, Bailey Shaw, Karen Sisk and to re-employ Samuel Barbour, Julie Brennan, Justin Cobb, Alonzo DeCarlo, Angela Hardesty-Smith, Casey Hoenes, Dee Hood, Marcie Leonard, Derek Matlock, Ann Neilson, David Park, Travis Rathand Aidan Tierney for the 2022-2023 Academic Year. Mr. Fulgenzi seconded.

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

MOTION NO. 2-23-22-12:
Dr. Davis moved to approve the listing of faculty positions for the 2022-2023 academic year. Mr. Fulgenzi seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Ms. Hadden (advisory), Ms. Raymond and Mr. Rosenthal. PASSED
MOTION NO. 2-23-22-13:

Mr. Elmore moved to approve the appointment of Mark Holaway to fill the vacant seat from Sub-District 6. Mr. Rosenthal seconded.

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

VIII. Adjournment

There being no further business before the Board, the meeting adjourned at 6:16 p.m.

Chairman Elmore

Secretary Raymond
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratification of Out-of-State Travel

DATE: February 23, 2022

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<th>Purpose</th>
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<td>American Conference of Academic Deans</td>
<td>Tampa, FL</td>
<td>Feb 22 – Feb 26, 2022</td>
<td>Professional Development</td>
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MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Out-of-State Travel

DATE: February 23, 2022

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*Originally approved October 2021. Initial trip was postponed. Revised dates are reflected.*