LLCC Board of Trustees Regular Meeting

May 25, 2022

Ken Elmore, Chair
Gordon Gates, Vice Chair
Samantha Raymond, Secretary
Vicki Davis
Jeff Fulgenzi
Mark Holaway
Wayne Rosenthal
Giles Harris-Patel, Student Trustee
Charlotte Warren, President
I. Preliminary Matters
   A. Roll Call
   B. Pledge of Allegiance
   C. Adoption of Agenda of the May 25, 2022 Meeting
   D. Seating of New Student Trustee and Oath of Office
   E. Introductions and Recognitions
   F. Hearing of Citizens

II. Consent Agenda
   A. Approval of Minutes of the Regular Meeting of April 27, 2022
   B. Ratify Payment of All Cash Disbursements for April and the April Treasurer’s Report
   C. Out-of-State Travel
      1. Ratification of Out-of-State Travel
      2. Approval of Out-of-State Travel
   D. Budget/Financial Items
      1. Specific Stop Loss Insurance
   E. Purchasing
      1. Waste Hauling Renewal
      2. Purchase of 21 Apple Computers
   F. Contracts/Agreements
      2. Multifunction Printer Lease Agreement
      3. ACUE Professional Development Program
   G. Monthly Grant Status Report
   H. Facility Leases
   I. Construction Items
   J. Other Items

III. Action Agenda
   A. Policies
      1. Proposed Revision to Board Policy 5.2 – Auditing Courses
      2. Proposed Revision to Board Policy 5.7 – Repeating A Course
      3. Proposed Revision to Board Policy 5.8 – Grades Given Upon Withdrawal
      4. Proposed Revision to Board Policy 5.11 – Admission of Students & Elimination of Board Policy 5.23 – Selective Admission
      5. Proposed Revision to Board Policy 5.16 – Residency
6. Proposed Revision to Board Policy 5.26 – Ability to Benefit
7. Proposed Revision to Board Policy 5.43 – Standards of Progress – Academic
8. Proposed Revisions to Board Policy Chapter 9 – Foundation
9. Proposed Revision to Board Policy 4.4 – Customized/Contractual Training
10. Revision to Board Policy 4.6 – Degrees and Certificates
11. Proposed Revision to Board Policy 5.15 – Tuition Rates for Students Attending Other Education Institutions Within the District

B. Academic Services Division Items
C. Student Services Division Items
D. Administrative Services Division Items
E. Information Technology Item
F. Executive Division Items

IV. Information Items
A. Staff Reports
   1. Academic Services
   2. Student Services
   3. Administrative Services
      a. Position Vacancies and Hires
      b. Construction Progress Update
   4. Information Technology
   5. Executive Division
      a. Review of Agenda Master Calendar
B. President’s Report
C. Report from Faculty Senate
D. Report from Faculty Association
E. Report from Professional Staff
F. Report from Facilities Services Council
G. Chairman’s Report
H. Secretary’s Report
I. Foundation Report
J. Other Board Members’ Reports

V. Strategic Discussion
   A. Sabbatical Presentation

VI. Executive Session
   A. Personnel Matters
   B. Pending/Imminent Legal Matters

VII. Actions from Open/Executive Session
   A. Approval of Personnel Matter

VIII. Adjournment
I. Preliminary Matters
II. Consent Agenda
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratify Payments of All Cash Disbursements for April and the April Treasurer’s Report

DATE: May 25, 2022

In accordance with Lincoln Land Community College Board of Trustees Policy 6.1, the following items are available in the President’s Office and Vice President, Administrative Services Office for your review and subsequent action:

A. The Cash Disbursement Register including the Check Register of bi-monthly accounts payable checks, E-commerce refunds, ACH and Wire transactions issued during April, 2022, (payments for purchase order payments, equipment, supplies, lease payments, maintenance agreements, travel in accordance with the Local Government Travel Expense Control Act, employee reimbursements, membership dues, subscriptions, club vouchers, medical claim payments, pre-paid purchase orders, and time sensitive payment due dates – generally, items included under Board Policy 6.6).


MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during April 2022 and ratify the April 30, 2022, Treasurer’s Report.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Out-of-State Travel

DATE: May 25, 2022

<table>
<thead>
<tr>
<th>Name</th>
<th>Meeting</th>
<th>Location</th>
<th>Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ferreira, Nick</td>
<td>EMS World Expo</td>
<td>Orlando, FL</td>
<td>Professional Development</td>
<td>$2,722</td>
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<tr>
<td>Murphy, Janelle</td>
<td>Assoc. Educators in Imaging and Radiologic Sciences Annual Meeting</td>
<td>Louisville, KY</td>
<td>Professional Development</td>
<td>$2,036</td>
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<tr>
<td>Neilson, Ann</td>
<td>International Foundation for Sonography Education and Research</td>
<td>Costa Mesa, CA</td>
<td>Professional Development</td>
<td>$1,861.96</td>
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<tr>
<td>Suchland, Colin</td>
<td>Assoc. for Assessment of Learning in Higher Ed.</td>
<td>Providence, RI</td>
<td>Professional Development</td>
<td>$1,690</td>
</tr>
<tr>
<td>Voyles, Heather</td>
<td>National Assoc. of Clery Compliance Officers and Professionals Conf.</td>
<td>Linthicum, MD</td>
<td>Professional Development</td>
<td>$2,228</td>
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<td>Russell, Chris</td>
<td>National Assoc. of Clery Compliance Officers and Professionals Conf.</td>
<td>Linthicum, MD</td>
<td>Professional Development</td>
<td>$1,925</td>
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<tr>
<td>Allen, Carmen</td>
<td>Center for Academic Excellence Cybersecurity Symposium</td>
<td>Atlanta, GA</td>
<td>Professional Development</td>
<td>$3,141</td>
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<tr>
<td>Kruse, Kyla</td>
<td>NCMPR Leadership Institute</td>
<td>Orlando, FL</td>
<td>Professional Development</td>
<td>$2,400</td>
</tr>
<tr>
<td>Roughan, Kyle</td>
<td>Mascot University</td>
<td>Whiting, IN</td>
<td>Professional Development</td>
<td>$1,012</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Specific Stop-Loss Insurance
DATE: May 25, 2022

As part of our self-insurance program, LLCC purchases specific stop-loss insurance coverage to limit the college’s exposure to risk of high dollar medical claims. Stop-loss insurance will reimburse the college for an individual insured’s incurred claims in excess of $100,000. Our current contract with HCC for this coverage is scheduled to expire on June 30, 2022.

To continue providing stop-loss coverage for the college’s self-insurance program, Cottingham & Butler, LLCC’s insurance consultant, sought quotations in the stop-loss marketplace on our behalf. After reviewing all of the quotes, two carriers, who provided firm offers, were left under consideration: HCC, the incumbent carrier, and Companion Life. Companion Life provided a quote that modestly decreases the premium over last year but included higher reimbursement thresholds for three employees. The incumbent, HCC, provided a quote that also modestly decreases the premium over last year but included higher reimbursement thresholds for three employees. Between the premium quote and the dollar amount of the higher reimbursement thresholds for the three employees, HCC provided the lowest quote.

The above listed costs are based on 355 currently insured employees with 60 electing dependent or family coverage. The final actual cost may differ based on the number insured at July 1 and the number electing to carry dependent or family coverage. Based on the firm quote, the best overall cost when factoring in lasers, establishment in the stop-loss market and administrative continuity, it is my recommendation that we accept the bid from HCC in the amount of $541,129 with a stop-loss liability of $100,000 per claim with the exception of the higher reimbursement threshold for three employees.

MOTION: Move to approve the specific stop-loss policy with a liability limit of $100,000 per insured with a higher reimbursement threshold for three employees for FY2023 proposed by HCC at a projected annual cost of $541,129.

Gleckler
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Waste Hauling Renewal

DATE: May 25, 2022

Waste hauling service is vital for ensuring the College remains clean, sanitary, and visually appealing. Waste hauling service was bid in May of 2018 via ITB2019-3. The initial contract had an initial three-year term with five annual renewals. The initial term expired June 30, 2021, and we are set to complete our first annual renewal on June 30, 2022. The College would like to renew our contract for an additional year with Waste Management.

Budget Impact:

Total Funds Requested: $30,000
Source of Funds: Operating Funds
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?
N/A

How will proposed agenda item be measured?
N/A

MOTION: Move to approve renewal of our waste hauling contract with Waste Management at the total estimated cost of $30,000 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2019-03.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Purchase of 21 Apple Computers

DATE: May 25, 2022

Approval was obtained from the Board Chair to purchase 21 Mac Studio computers. The total amount for the purchase of these Apple M1 Max Computers from Apple Computers is $47,705.44. The computers will be located in the computer lab in Menard Hall 2274 on the Main Campus.

Budget Impact:
- Total Funds Requested: $47,705.44
- Source of Funds: Tech Fee
- Projected Revenue: N/A
- Projected Savings: N/A

Student Learning Impact:
- How will proposed agenda item impact student learning?
  Replacing the computers will provide faculty and students with critical up-to-date technology for improved student learning.

- How will proposed agenda item be measured?
  The effectiveness of student learning through new technology.

MOTION: Move to ratify the purchase of 21 Apple M1 Max computers from Apple Computers at a total cost of $47,705.44.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
       President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: May 25, 2022

The following is the current Training Contract/Clinical Agreement Status Report for LLCC.

The Culinary Institute has entered into a contract with ACE Hardware to hold three grilling demonstrations during Summer 2022. The demonstrations will be held at the ACE Hardware locations in Springfield, Jacksonville, and Taylorville.

The Culinary Institute has entered into a contract with the Abraham Lincoln Presidential Library and Museum to provide a dining etiquette program. Approximately 25 young men and women will be educated at the Abraham Lincoln Presidential Library and Museum.

The Health Professions Department seeks approval to enter into a clinical site agreement with the Carle Foundation for students enrolled in the College’s Neurodiagnostic Technology Program. The Carle Foundation has facilities suitable for the educational needs of the students.

The Community Education Department seeks approval to renew their partnership with the Academy of Lifelong Learning for FY2023. LLCC will provide support and sponsorship to the Academy of Lifelong Learning throughout the year.

MOTION: Move to approve the clinical site agreement with the Carle Foundation and approve the partnership agreement with the Academy of Lifelong Learning.
# TRAINING CONTRACTS

<table>
<thead>
<tr>
<th>Contract Title</th>
<th>Brief Description</th>
<th>Contractor</th>
<th>LLCC Dept / Program</th>
<th>Contract Total</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACE Hardware Grilling Demonstration Contract</td>
<td>The Culinary Institute has entered into a contract with ACE Hardware to hold three grilling demonstrations during Summer 2022. The demonstrations will be held at the ACE Hardware locations in Springfield, Jacksonville, and Taylorville.</td>
<td>Ace Hardware</td>
<td>Culinary Institute</td>
<td>$525</td>
<td>May 21 through July 9, 2022</td>
</tr>
<tr>
<td>ALPLM Etiquette Training Contract</td>
<td>The Culinary Institute has entered into a contract with the Abraham Lincoln Presidential Library and Museum to provide a dining etiquette program. Approximately 25 young men and women will be educated at the Abraham Lincoln Presidential Library and Museum.</td>
<td>Abraham Lincoln Presidential Library and Museum</td>
<td>Culinary Institute</td>
<td>$250</td>
<td>June 22, 2022</td>
</tr>
<tr>
<td>FY23 Academy of Lifelong Learning Partnership Agreement</td>
<td>The Community Education Department seeks approval to renew their partnership with the Academy of Lifelong Learning for FY2023. LLCC will provide support and sponsorship to the Academy of Lifelong Learning throughout the year.</td>
<td>Academy of Lifelong Learning</td>
<td>Community Education</td>
<td>$0</td>
<td>July 1, 2022 through June 30, 2023</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$775</strong></td>
<td></td>
</tr>
</tbody>
</table>

# CLINICAL SITE, AFFILIATION, ARTICULATION, & TRAINING AGREEMENTS

<table>
<thead>
<tr>
<th>Contract Title</th>
<th>Brief Description</th>
<th>Contractor</th>
<th>LLCC Dept / Program</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Site Agreement with the Carle Foundation</td>
<td>The Health Professions Department seeks approval to enter into a clinical site agreement with the Carle Foundation for students enrolled in the College’s Neurodiagnostic Technology Program. The Carle Foundation has facilities suitable for the educational needs of the students.</td>
<td>Carle Foundation</td>
<td>Health Professions/ Neurodiagnostic Technology Program</td>
<td>June 6, 2022 through Indefinite</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Multifunction Printer Lease Agreement

DATE: January 25, 2022

Board approval is requested for a 24-month lease of 50 Sharp MX-3070V Multifunction Printers (MFPs) from Watts Copy Systems in the amount of $116,830.80.

<table>
<thead>
<tr>
<th>MFP Model</th>
<th>Sharp MX3070V</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Lease</td>
<td>$63.31</td>
</tr>
<tr>
<td>X 50 MFPs</td>
<td>$3165.50</td>
</tr>
<tr>
<td>Per Print B/W</td>
<td>$0.0033</td>
</tr>
<tr>
<td>X 214,612/mo.</td>
<td>$708.22</td>
</tr>
<tr>
<td>Per Print Color</td>
<td>$0.039</td>
</tr>
<tr>
<td>X 25,493/mo.</td>
<td>$994.23</td>
</tr>
<tr>
<td>Total Monthly Cost</td>
<td>$4,867.95</td>
</tr>
<tr>
<td>Total 24-month Cost</td>
<td>$116,830.80</td>
</tr>
</tbody>
</table>

Budget Impact:
- Total Funds Requested: $116,830.80
- Source of Funds: Operating Fund
- Projected Revenue: N/A
- Projected Savings: N/A

Student Learning Impact:
- **How will proposed agenda item impact student learning?**
  By providing efficient, partially centralized printing, the college will be able to reduce printing costs and will be able to allocate more resources to student instruction and services.

Cruz
How will proposed agenda item be measured?
Lower cost and efficient printing.

MOTION: Move to approve the lease of 50 MFPs for 24 months from Watts Copy Systems at a total cost of $116,830.80.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: ACUE Professional Development Program

DATE: May 25, 2022

Board approval is requested for a one-year agreement with ACUE, the Association of College and University Educators, allowing up to 33 faculty members to participate in the Effective Practice Framework professional development program. This year-long program helps retain students, improvement student achievement, and narrow equity gaps.

Budget Impact:
Total Funds Requested: $40,000
FY 2023: $40,000
Source of Funds: GEERS Funds
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:
How will proposed agenda item impact student learning?
ACUE programs equip faculty with evidence-based teaching practices that are proven to improve student engagement, increase persistence, and improve overall academic success.

How will proposed agenda item be measured?
Student success, persistence, and completion rates will be reviewed and should show increases after multiple cycles of the program. ACUE prides itself on such impact.

MOTION: Move to approve the agreement with the Association of College and University Educators (ACUE) for FY23 in the amount of $40,000.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
       President

SUBJECT: Monthly Grant Status Report

DATE: May 25, 2022

Attached is the current Grant Status Report for LLCC. It includes all grant requests submitted and accepted during the month of May. It also includes a brief description of the purpose for which the funding is, or has been, solicited.

The Applied and Emerging Technologies Department seeks ratification for the application for the Rural Innovation Stronger Economy Grant. If awarded the funding will support the building of a truck driver training facility at LLCC – Litchfield.

MOTION: Move to ratify the Rural Innovation Stronger Economy Grant in the amount of $1,894,432.
<table>
<thead>
<tr>
<th>Grant Title</th>
<th>Brief Description</th>
<th>Grantor</th>
<th>LLCC Department/ Program</th>
<th>LLCC Total Monetary Request</th>
<th>LLCC Match</th>
<th>Submitted</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rural Innovation Stronger Economy Grant</td>
<td>The Applied and Emerging Technologies Department seeks ratification for the application for the Rural Innovation Stronger Economy Grant. If awarded the funding will support the building of a truck driver training facility at LLCC - Litchfield.</td>
<td>U.S. Department of Agriculture</td>
<td>Applied and Emerging Technologies/Truck Driver Training</td>
<td>$1,894,432</td>
<td>$473,608</td>
<td>Yes</td>
<td>October 1, 2022 through September 30, 2026</td>
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<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>$1,894,432</td>
<td>$473,608</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


III. Action Agenda
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revision to Board Policy 5.2 – Auditing Courses

DATE: May 25, 2022

The following is a proposed change to Board Policy 5.2 – Auditing Courses

Policy Statement: A student shall have the opportunity to participate in a course or courses on an audit basis with permission from the instructor. No credits and/or grades are earned. Tuition and fees are the same as for regular enrollment, and regular attendance is expected. Registration for auditing a course or changing a course registration from credit to audit, or vice versa, may be affected only during the “100 percent refund” period. A designation of “audit” will appear on the student’s transcript.

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

MOTION: Move to approve changes to Board Policy 5.2 – Auditing Courses.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revision to Board Policy 5.7 – Repeating a Course

DATE: May 25, 2022

The following is a proposed change to Board Policy 5.7 – Repeating a Course

Policy Statement:
Consistent with ICCB administrative rules and the Illinois Articulation Initiative, the College determines how courses are treated when they are repeated. Courses can either be “repeatable for credit” resulting in graded attempts being calculated in GPA (with exceptions by student request) up to the maximum number of repeats approved for the course or “not repeatable for credit” resulting only in the highest grade earned being calculated in GPA.

A student may elect to repeat a course. When the student repeats a course which is not identified as Repeatable for Credit, the higher grade will be automatically recorded on the student’s permanent scholastic record. The system identifies the original class repeated with an “R” and will maintain the grade history. Courses identified as Repeatable for Credit will have the grade replaced automatically only if the original grade is failing.

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

MOTION: Move to approve changes to Board Policy 5.7 – Repeating a Course.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revision to Board Policy 5.8 – Grades Given Upon Withdrawal

DATE: May 25, 2022

The following is a proposed change to Board Policy 5.8 – Grades Given Upon Withdrawal.

Policy Statement:

A student may withdraw from any class by completing and filing the appropriate forms within the time requirements listed. An instructor may unilaterally withdraw a student at times of enrollment verification (in compliance with ICCB rules regarding attendance and progress).

1. No record of the enrollment shall appear on the student’s transcript if a student withdraws prior to the first day of classes or during 100% refund period (defined in Policy 5.18).
2. An instructor may withdraw a student with a grade of W, for non-attendance, at midterm when class attendance is verified (in compliance with the ICCB rules regarding attendance and progress).
3. A student may withdraw with a grade of W up to 7 days prior to the last day of scheduled classes for each term.
4. A student must fulfill all obligations to the College prior to withdrawing from any class.

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

AGENDA ITEM III.A.3

MOTION: Move to approve changes to Board Policy 5.8 – Grades Given Upon Withdrawal.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revision to Board Policy 5.11 – Admission of Students & Elimination of Board Policy 5.23 – Selective Admission

DATE: May 25, 2022

The following is a proposed change to Board Policy 5.11 – Admission of Students, and elimination of Board Policy 5.23 – Selective Admission

Revise Board Policy 5.11 – Admission of Students

Policy Statement:
Admission to the College shall be open to all who apply and can benefit from any of the programs offered. The College and the student accept responsibility for placement of the student in courses and programs for which the student demonstrates academic preparedness. A student may demonstrate preparedness for college-level work through a variety of means, including, but not limited to, a test of basic academic skills, performance on the American College Test (ACT) exam or a similar exam, coursework completed at the college level, and a high school transcript. Participation in credit bearing course work at the collegiate level is open to all who are 16 years of age and can demonstrate their level of preparedness. For a student who meets all admissions criteria, but who initially does not demonstrate preparedness for college-level work, the College reserves the right to restrict access to certain courses and programs and affirms its commitment to helping the student achieve preparedness.

In accordance with Section 805/3-17 of the Illinois Public Community College Act, the College shall admit any student qualified to complete a program offered by the College. Upon acceptance, entry level competence must be demonstrated in advance of enrollment in transfer programs and selective admissions programs designated by the College, which competence may be achieved through preparedness programs conducted by the College. Information about admission requirements, procedures and options is published in the College catalog and other appropriate media. Admission to the College does not guarantee entrance into a particular course or program of study.

In special circumstances, the Vice President for Student Services (or the Vice President’s designee) in conjunction with the Vice President for Academic Services, (or the Vice President’s designee) may, with mutual agreement of affected faculty, authorize admission to the College and
registration into college level course work by students who do not meet all admissions criteria. The Vice President for Student Services (or the Vice President’s designee) may deny admission to a person due to their prior conduct at a secondary or post-secondary institution.

Persons who have been suspended or expelled from any other post-secondary institution for disciplinary or behavioral issues may be denied admission to Lincoln Land Community College by the Vice President of Student Services or the Vice President’s designee, if their presence is deemed a threat to the college or its personnel.

Legal Citation:
*110ILCS 805/3-17

Eliminate Board Policy 5.23 – Selective Admission

Policy Statement:
Admission to certain programs where space is not available for all students applying shall be granted in accordance with the Act* and the Rules of the State Board.

Legal Citation:
* 110 ILCS 805/3-17

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

MOTION: Move to approve changes to Board Policy 5.11 – Admission of Students & Elimination of Board Policy 5.23 – Selective Admission.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revision to Board Policy 5.16 - Residency

DATE: May 25, 2022

The following is a proposed change to Board Policy 5.16 – Residency

Policy Statement:

In order to qualify for in-district tuition rates, any student shall be a resident of the District at the time of registration. Any student who moves into the District for the principal purpose of enrolling at in-district tuition rates shall not be considered a resident of the District. When the residency of a student or prospective student is not clear, the proof of residency may be required. Any student who changes residency during the school year shall immediately report such change to the College. If such change of address shall cause a change in the applicable tuition rate, then the new tuition rate shall take effect at the beginning of the next academic semester, module, or summer term.

Student residency classification (in-district, in-state out-of-district, out-of-state, or out-of-country) and verification will be in accordance with the provisions of the Illinois Public Community College Act, 110 ILCS 805/1 et seq., and the administrative rules of the Illinois Community College Board (ICCB). In accordance with the ICCB, the College will maintain procedures for the classification and verification of student residency status.

Legal Citation
110 ILCS 805

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

MOTION: Move to approve changes to Board Policy 5.16 – Residency.
MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Revision to Board Policy 5.26 – Ability to Benefit
DATE: May 25, 2022

The following is a proposed change to Board Policy 5.26 – Ability to Benefit.

Policy Statement:
A student must have been awarded a high school diploma or its recognized equivalent or demonstrate per federal guidelines an ability to benefit to receive title IV and state financial aid funds. The Financial Aid Office will maintain procedures compliant with federal statutes and regulations to determine a student’s eligibility to benefit for students who do not possess a high school diploma or its recognized equivalent.

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

MOTION: Move to approve changes to Board Policy 5.26 – Ability to Benefit.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revision to Board Policy 5.43 – Standards of Progress - Academic

DATE: May 25, 2022

The following is a proposed change to Board Policy 5.43 – Standards of Progress - Academic

Policy Statement:
The College shall use the following academic standards of progress:

Satisfactory Progress
Students who are not on academic probation or academic suspension will be considered students in good standing if their cumulative grade point average meets or exceeds the following:

<table>
<thead>
<tr>
<th>Cumulative Semester Credit</th>
<th>Cumulative Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-11</td>
<td>1.5</td>
</tr>
<tr>
<td>12-22</td>
<td>1.7</td>
</tr>
<tr>
<td>23-33</td>
<td>1.85</td>
</tr>
<tr>
<td>34 or more</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Academic Probation
The College may place students on academic probation after they have attempted 6 or more semester credit hours at the College or at other institutions of higher education. Such students shall be on academic probation if their cumulative grade point average does not meet or exceed the standards of satisfactory progress (above).

Students who are on probation must see an academic advisor for approval of their proposed course schedule prior to registration. Students on probation may not register for more than 12 semester credit hours in a regular semester (or 6 during summer term).

Academic Suspension
If the student on probation attains a semester grade point average of at least 2.0 but does not yet raise the cumulative grade point average to the level listed above, probation shall be continued for another semester. If a student who is on academic probation fails to achieve at least a 2.0
semester grade point average during a semester, and also fails to bring his or her cumulative grade point average to a level that meets or exceeds the applicable standard for academic probation as set forth above, then such student shall be suspended for one semester (or one summer term plus one semester, in the case of a suspension at the end of spring semester). An appeal process shall be available to students on academic suspension so as to allow re-enrollment, pending approval of and student compliance with reinstatement requirements set by appropriate College personnel. Students on academic suspension shall not receive any financial aid.

Re-Admission after Academic Suspension
A student on academic suspension for the first time may re-enroll after one semester of suspension. A student on academic suspension for a second or subsequent time, may re-enroll only after receiving permission from the appropriate student administration office.

The College is committed to student success. Students enrolled in an academic program must maintain minimum academic achievement standards. Standards for academic achievement are published in the college catalog and are determined by cumulative grade point average of credit hours attempted. A student whose academic performance is below the acceptable standard will be placed first on academic probation, then suspension, then multiple suspension status.

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

MOTION: Move to approve changes to Board Policy 5.43 – Standards of progress – Academic.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revisions to Board Policy Chapter 9 - Foundation

DATE: May 25, 2022

The following are proposed changes to Board Policy Chapter 9 – Foundation.

1.) Eliminate Board Policy 9.1 – Establishment/Purpose Community College

*Policy Statement: A foundation, known as the “Lincoln Land Community College Foundation” shall be established. Its purpose shall be to assist in increasing and enhancing the physical and cultural environment of the College; to broaden the educational opportunities and services for students, alumni, and citizens of the District; and to provide funds to implement scholarships and other educational purposes.*

2.) Revise and combine Board Policy 9.2 – Legal Authority Community College with Board Policy 9.4 – Raising/Expenditure of Funds, Board Policy 9.6 – Development of Bylaws and Board Policy 9.9 – Receiving Gifts and Donations

*Policy Statement: The Lincoln Land Community College Foundation (“the Foundation”) shall be a not-for-profit corporation, organized under the laws of the State of Illinois, and its purpose shall be wholly charitable and educational pursuant to Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended. The Foundation was created for the exclusive purpose of providing support for Lincoln Land Community College (“the College”), students and programs.*

*Contributions may be received by either the College or the Foundation; however, the Foundation has principal responsibility for coordinating fundraising activities on behalf of “the College.” All donations that fall under 501(c)(3) tax deductibility guidelines must be made to the Foundation.*

*It shall be the responsibility of the Foundation to develop and amend bylaws and to keep copies on file with the College.*
3.) Revise Board Policy 9.3 – Relationship to the College

Policy Statement: The relationship between the College and the Foundation shall be one of singular and mutually supportive purpose; however, they are two separate and legally distinct entities. A Memorandum of Understanding between the College and the Board exists to outline the relationship and responsibilities of both entities.

4.) Revise Board Policy 9.5 – Recognition of Gifts/Donations

Policy Statement: Gifts/donations to the Foundation shall be acknowledged in writing for Internal Revenue Code, Section 501 (c) (3) purposes and shall receive recognition in accordance with established guidelines and requirements.

5.) Revise Board Policy 9.7 – Establishment/Purpose

Policy Statement: An association, known as the “Lincoln Land Community College Alumni Association” (hereinafter “Association”) shall be established. Its purpose shall be to promote the welfare of the alumni and the College by serving the interests and needs of former students, present students, the College, and the communities that support them. The Association is recognized by the College Board of Trustees as the sole entity authorized to represent the alumni of the College.

These changes were presented last month for a first reading and are submitted for Board approval this evening.

**MOTION:** Move to approve changes to Board Policy Chapter 9 – Foundation.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revision to Board Policy 4.4 – Customized/Contractual Training

DATE: May 25, 2022

The following is a proposed change to Board Policy 4.4 – Customized/Contractual Training.

Policy Statement:
The College shall seek to establish contractual relationships with business and industry within the District and beyond, where authorized, for customized training of employees, workers within that business or industry. Such training may be customized to fit the specific training needs of the business or industry. The Contracts shall, through a combination of state assistance (if any), tuition/fee charges, and assessment of charges to the business or industry, be structured to meet the expenses of offering the class or program.

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 June 2022 meeting of the Board.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revision to Board Policy 4.6 – Degrees and Certificates

DATE: May 25, 2022

The following is a proposed change to Board Policy 4.6 – Degrees and Certificates

Policy Statement:

The College shall award the following degrees and certificates:

* Associate in Arts*
* Associate in Science*
* Associate in Engineering Science*
* Associate in Fine Arts*
* Associate in Arts in Teaching*
* Associate in General Education
* Associate in Applied Science
* Certificate of Achievement
* Certificate of Completion

*Transfer Degree
Students may earn multiple degrees and multiple certificates at Lincoln Land Community College. Any combination of degrees and certificates shall be acceptable, except that only one transfer degree from each of the above categories may be taken. In order for a student to earn an additional degree, he or she must successfully complete a minimum of 20 semester hours of credit beyond those required for the most recent degree earned.

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 June 2022 meeting of the Board.

Lindquist
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revision to Board Policy 5.15 - Tuition Rates for Students Attending Other Education Institutions Within the District

DATE: May 25, 2022

The following is a proposed change to Board Policy 5.15 – Tuition Rates for Students Attending Other Education Institutions Within the District

Policy Statement: In accordance with the Act*, Illinois residents who are not classified as residents of the Lincoln Land Community College district shall qualify for in-district tuition rates for a particular term if they are also enrolled in at least 12 semester hours at another regionally accredited post-secondary institution within the district or enrolled full-time at a residential secondary institution within the LLCC district or, alternatively, if they are enrolled concurrently at LLCC and another institution as described above with a combined course load of at least 12 hours. The in-district tuition rate shall also apply to summer terms if the person was enrolled in at least 12 semester hours and/or classified as a full-time student at an eligible institution the previous spring or can document subsequent enrollment at an eligible institution for the fall term.

Policy Statement: In accordance with the Act*, individuals who are considered out of district or out of state residents shall qualify for in-district tuition if they are enrolled full time at a residential secondary or regionally accredited post-secondary educational institution located within the college district.

Legal Citations:
*Public Community College Act 110 ILCS 805/6-4
*Administrative Rules of the Illinois Community College Board 1501.505

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 June 2022 meeting of the Board.
IV. Information Items
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: May 25, 2022

POSITION VACANCIES

Classified
Administrative Assistant to the Dean, Social Sciences & Business (FT)
Administrative Assistant to the Dean, Workforce Institute (FT)
Bookstore Stockroom Technician (FT)
Grounds Maintenance Worker (FT)
IT Trainer/Technical Writer (FT)

Professional
Employee Benefits & Retention Coordinator (FT)
Financial Aid Advisor & Communication Specialist (FT)
IT Project Manager (FT)
IT Security and Assurance Manager (FT)
Recruitment Specialist (FT)
Systems Administrator I (FT)

Administrator
Dean, Natural and Agricultural Sciences (FT)
Dean, Social Sciences & Business (FT)
Director, IT Development (FT)
Program Director, Construction Trades (FT)
Program Director, Industrial Maintenance and Electrical (FT)
Program Director, Occupational Therapy Assistant (FT)
Vice President, Student Services (FT)

Faculty
Computer Science Instructor (2)
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
       President

SUBJECT: Construction Progress Update

DATE: May 25, 2022

Attached is the current Construction Project Status Report for LLCC. It includes all projects that are currently underway, projects that have formal plans and available funding but are not yet underway, and projects that have been requested for state funding but have no formal plans or available funding. The following information is intended to provide a brief overview of the progress of each of the projects since the previous Board Meeting:

PHS Projects – FY21

Main Campus Exterior Lighting Upgrades Phase 1
This project is substantially complete. We are awaiting closeout documents.

Security Camera Updates Phase 2
The project is under way. Due to long lead times for cameras, we anticipate work to re-start in August/September 2022.

Water Infiltration Remediation Main Campus Phase 2
Development of construction documents is underway. We anticipate the project to bid and work to begin in Summer/Fall 2022.

Wayfinding Phase 2
This project remains 85% complete. Weather has delayed installation efforts at Litchfield and Taylorville.

PHS Projects – FY22

Main Campus Exterior Lighting Upgrade Phase 2
The project is under way.

Medical District Lighting, Flooring, Water Infiltration
The project is under way.
Medical District Paving Repairs
The project is under way.

Sangamon Hall Chiller Repairs and Upgrades
We are confirming scope needs with Facilities and anticipate the work to begin later this Summer.

FY22 Small Projects

Aviation Hangar Floor Coating
The project is under way.

Jacksonville Office Renovations
This project is substantially complete. We are awaiting closeout documents.

Renovation of Microbiology Lab in Sangamon 2313
The project is under way.

Deferred Maintenance Capital Project (CDB Managed)

Generators for South Side of Main Campus
The project is under way. Due to long lead times for generators, we anticipate work to start in Summer 2022 in preparation for generators to arrive in Fall 2022.

Exterior Door Security Upgrades
Project scope review is ongoing. CDB will set the schedule for bidding and project award (anticipated to be in Summer/Fall 2022).

2019 Bond/Kreher Farm Perpetual Charitable Trust

Agriculture Classroom and Lab Building
Phase 2 – The project remains approximately 99% complete. We are awaiting closeout documents.

LLCC/Memorial Nursing Education Partnership Gift

Nursing Renovation at Montgomery Hall
This project is substantially complete. We are awaiting closeout documents.

Capital Renewal Project

Renovate and Expand Student Services (CDB Managed)
Project design is ongoing. CDB will set the schedule for bidding and project award (anticipated to be in Summer/Fall 2022).
Illinois Green Economy Network (IGEN) Project

Litchfield Interior Lighting Upgrades
This project is complete. We are awaiting closeout documents.

Electronic Vehicle Charging Stations at Workforce
Electronic vehicle chargers have been ordered and we are awaiting delivery and installation.

Infrastructure

Main Campus & Child Development Center Paving Repairs
This project is complete. We are awaiting closeout documents.

Restricted O & M

Renovate Millennium and Lower-level Sangamon
We are in the process of re-bidding with reduced scope to get this project within budget. This project is necessary in advance of temporarily relocating Student Services.

Foundation

Kreher Greenhouse – (Informational Item)
We are working with the Foundation for the construction of a new teaching greenhouse behind Kreher. This project will be funded and administered by the Foundation. We will give monthly updates as part of the Construction Progress update. Currently we are in the programming/design phase, and we anticipate soliciting proposals in Summer 2022.
### AGENDA MASTER CALENDAR

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V. Strategic Discussion
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
      President

SUBJECT: Sabbatical Presentation

DATE: March 25, 2022

David Leitner, Professor of English, will provide a brief presentation on the results of his sabbatical project. Professor Leitner constructed a cost-free and openly licensed Open Access Textbook (OAT) for Lincoln Land Community College’s EGL 110 course.