The regular meeting of the Board of Trustees of Lincoln Land Community College, Illinois Community College District #526 was held on Wednesday, November 16, 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. Gates, Mr. Harris-Patel, Mr. Holaway, and Mr. Rosenthal. Mr. Fulgenzi was absent. Ms. Raymond arrived later.

B. Pledge of Allegiance

Mr. Harris-Patel led the audience in the pledge of allegiance.

C. Adoption of Agenda of the November 16, 2022 Meeting

MOTION NO. 11-16-22-1:

Mr. Rosenthal moved to adopt the agenda of the November 16, 2022, meeting. Dr. Davis seconded.

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

D. Introductions and Recognition - None

E. Hearing of Citizens - None
II. Consent Agenda

MOTION NO. 11-16-22-2:

Mr. Gates moved to:
- approve the minutes of the regular meeting of October 19, 2022;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during October 2022, and ratify the October 31, 2022 Treasurer’s Report;
- approve out of state travel;
- approve the purchase of a 2023 Ford F150 Lightning truck from Bob Ridings Ford with a total commitment of $55,709, in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2023-04;
- approve the purchase of a new electrical system training board from Avotek with a total commitment of $42,083;
- approve the AV equipment upgrade for LLCC Litchfield auditorium at an approximate cost of $45,000;
- approve the purchase and installation of video conference equipment for the Student Union at an approximate cost of $54,500;
- approve the purchase and installation of video conference equipment for Trutter Center at an approximate cost of $51,500;
- approve the clinical affiliation agreement with Memorial Health System and the clinical affiliation agreement with OSF Healthcare System;
- and ratify the application for the 2023 Innovative Bridge and Transition Program Grant in the amount of $398,948, the Nurse Educator Fellowship Grant Applications in the amount of $30,000, the application for the Illinois Support for the Creation of Open Education Resources Grant in the amount of $59,895 and the award of the FY2023 Workforce Equity Initiative Program Grant in the amount of $1,200,000;

Dr. Davis seconded.

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

III. Action Agenda

A. Policies - None

B. Academic Services Division Items - None

C. Student Services Division Items – None

D. Administrative Services Division Items

1. FY 2022 External Audit

The FY 2022 Comprehensive Annual Financial Report (CAFR), including advisory comments, is available for viewing in the library. CliftonLarsonAllen, LLP performed the audit for the second year of their five-year contract. A member of the auditing firm was available for questions during the meeting.
Annual Comprehensive Audit and Single Audit Report

Lincoln Land Community College has once again received an unqualified or “clean” opinion on the entire audit. As stated on page one of the Audit Report:

“In our opinion, based on our audit and the report of other auditors, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the discretely presented component unit of the College, as of June 30, 2022 and 2021, and the respective changes in financial position and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America”.

The College’s basic financial statements are designed to emulate corporate presentation, whereby all the College’s activities are consolidated into one total. Following the basic financial statements are the supplementary financial statements, which provide greater detail. Subsequently, the audit deals with compliance with Illinois Community College Board requirements on restricted grants and enrollment reports. The Single Audit report is also presented with information on federal awards.

This year’s audit resulted in no findings for the Annual Comprehensive Financial Report. The Single Audit did identify a significant deficiency but was not considered a material weakness. This finding has been reviewed and corrected.

Once again, this year the college will be submitting its financial information to the National Association of School Business Officials for the Certificate of Excellence in Financial Reporting. A Certificate of Excellence Award has been awarded to the College since its first submission in 2001.

Advisory Comments/Management Letter

A separate document labeled as “Advisory Comments” commonly referred to as the management letter is provided by CliftonLarsonAllen for the purpose “…to improve the internal control structure or result in other operating efficiencies.” In other words, they are providing suggestions that they feel might improve our management of fiscal operations and not identifying reportable conditions or material weaknesses.

During the exit conference, personnel with CliftonLarsonAllen were very complimentary of our staff and were appreciative of their cooperation and professionalism. I would like to thank everyone for the hard work that has resulted in another clean audit.

Ms. Raymond arrived at 5:23 p.m.

**MOTION NO. 11-16-22-3:**


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

E. Information Technology Items – None

F. Executive Division Items - None
IV. Information Items

A. Staff Reports

1. Academic Services - None
2. Student Services – None
3. Administrative Services
   a. Position Vacancies and Hires
   The item has been updated.
   b. Construction Progress Update
4. Information Technology – None
5. Executive Division
   a. Review of Agenda Master Calendar

B. President’s Report

U.S. Sen. Dick Durbin visited campus Nov. 4 to learn about the impact of the $5 million federal grant we are receiving on our EMS, truck driver training and diesel technologies programs. Thank you to Trustees Gates and Raymond for attending. We will be expanding these programs with larger facilities and state-of-the-art equipment to produce more trained workers ready to fill local jobs.

The LLCC Police Department has a new “pawfficer.” Ember arrived on campus yesterday and is getting settled in her new home. She comes to us from SIT Service Dogs in Ava, Ill. and will provide stress relief and comfort to anyone on campus who needs it. Ember is a two-year-old mixed breed and recently completed her training as a therapy and outreach dog. We expect to see her out and about with officers soon greeting and interacting with students and staff.

Advisory meetings were held in Taylorville, Litchfield, and Jacksonville this past week. These meetings are with local businesses to discuss our role in economic development in the communities.

Dr. Warren recently attended the AACC fall meeting, where she is on the Institutional Infrastructure and Transformation Committee. She also attended the Illinois Council of Community College Presidents meeting in Downers Grove.

The LLCC Library has joined Explore More Illinois, a cultural pass program that provides discounts and incentives at museums, performing and visual arts centers, and other attractions across the state. The program is free for LLCC students, employees, and
community members by visiting the LLCC Explore More Illinois webpage. An LLCC ID number or library user ID is required to view and reserve offerings.

We had a visit from the Mobile Museum of Tolerance last week which provided students, faculty, and staff the opportunity to learn and be empowered to combat anti-Semitism, bullying, racism, hate and intolerance. The event was hosted by LLCC Criminal Justice and Student Life.

Sociology and Humanities students participated in a “Women Leading a Dialogue” program through Partnership Together, a program of the Jewish Agency and Jewish Federations of North America. Facilitated discussions were held about culture, community, and life, including issues pertaining to being women and mothers in Israel and Western Galilee.

LLCC continued its long tradition of honoring veterans at the 27th annual Veterans Day Ceremony last week, with Chair Elmore as the emcee. Boy Scout Troop 202 Color Guard posted the colors and Jonathan Gebhardt, president of the LLCC Veterans Club and Senior Airman, U.S. Air Force, provided remarks. Veterans Club members also retired an older American flag that flew over campus and replaced it with a new one.

Phi Theta Kappa honor society hosted a Community College Smart Banner signing yesterday on campus and at the Outreach Centers. Students and staff were invited to sign the banner with their favorite thing about community college. The banners will be on display in public locations later this month.

Professional Development Day was held on Nov. 1. We had a very engaging speaker in Sam Glenn, who spoke on resilience, and numerous informative breakout sessions.

LLCC’s 2022 United Way campaign garnered just over $15,000 in pledges to assist local agencies that provide help to those in need in our community.

Operation Full Belly is underway on campus, a joint venture of Student Life, Child Development Center, Workforce Equity Initiative, TRIO, Police Department and Foundation to offer students in need a chance to enjoy a Thanksgiving meal. Children from the Child Development Center held a “Parade of Food” Monday in the Commons. The Black Student Union partnered with Eastside Pride and Green Family Stores to collect coats for kids in the community.

Beta Nu nursing honor students volunteered at the Girls on the Run 5K in the first aid and water distribution tents.

The Student Radiographer Association volunteered at HSHS Mission Outreach sorting medical supplies to send overseas.

Ag student Kylie Schakel competed at last week’s Illinois Collegiate Farm Bureau Discussion Meet in Bloomington and placed third overall.

Laurie Lewis-Fritz, assistant professor of music, and Mina McIntire, private applied voice instructor, took four voice majors to the Central Region Conference of the National Association of Teachers of Singing. Three students advanced to the semi-final round and
one, John Jack Barham, earned an honorable mention, which qualifies him for the national level of auditions.

Bill Harmon, professor of agriculture, recently received his 25-year award from the Illinois Association of Community College Agriculture Instructors.

Chase Dilworth, student records evaluator, has been named the Illinois Association of Collegiate Registrars and Admissions Officers West Central Division chair and will serve on the executive board.

Karen Sanders, vice president, advancement, and executive director, LLCC Foundation, and Barb Eades, assistant director of the Foundation, presented at the Council for Advancement and Support of Education national conference in Anaheim, Calif. Their topic was “Creating an Engaging Faculty and Staff Giving Campaign.”

Public Relations and Marketing welcomed high school guidance counselors and principals to an appreciation lunch late last month. Attendees enjoyed presentations, networking, food from LLCC Culinary Arts and a tour of campus.

We welcomed 150 high school students to campus last week for a second fall Ag Expo. The event showcases the many educational and job opportunities available in agriculture.

The first “Linc Con” sponsored by the LLCC Games Club was held the evening of Oct. 27 with 21 students and seven faculty participating.

The LLCC Band dressed up in costumes and performed some frightening songs at “Mall-O-Ween” in the White Oaks Mall Food Court.

Al Shull, professor of art, had 15 oil paintings and drawings exhibited at the Mabee Art Gallery at Culver Stockton College. Prof. Shull spoke about his art to students and alumni.

Chris McDonald, Ph.D., was a speaker at Great War Encampment 2022 presented by the Illinois State Military Museum.

Katie McDannald, administrative assistant at LLCC-Jacksonville, was honored as Volunteer of the Month by the Jacksonville Area Chamber of Commerce for her efforts representing LLCC-Jacksonville.

Christie Hovey, professor of business, earned the IC3 Digital Literacy Global Standard 6 and the Communication Skills for Business (CSB) certifications.

Aidan Tierney, welding instructor, obtained his Certified Welding Inspector certification through the American Welding Society and become a Certified Welding Educator.

The early bird deadline to register for the ACCT National Legislative Summit is December 14, 2022.

C. Report from Faculty Senate
Eric Stachera, Vice President, Faculty Senate reported that the Senate is currently working on the student grievance and appeals procedure. Faculty is also interested in more sessions regarding DEI.

**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**

Mr. Elmore encouraged the trustees to attend the National Legislative Summit in Washington DC.

LLCC is partnering with Lewis and Clark Community College and the Litchfield region to provide dual credit CTE programming opportunities for high school students. Mr. Elmore attended the event that announced the grant that will fund this project.

He further stated that he attended the Veteran’s Day ceremony on November 11 and encouraged everyone to attend this event in the future.

He congratulated Trustee Rosenthal, who was recently elected to the Illinois House of Representatives.

**I. Secretary’s Report**

Ms. Raymond reported that she attended the ICCTA meeting in Downers Grove. The highlights included adopting legislative goals for 2023 and updates on the November general. Trustees were reminded of the National Legislative Summit in Washington D.C. and received updates from ICCB and the Illinois Council of Community College Presidents. Trustees were invited to suggest readings for the ICCTA Diversity Committee’s new book club, gave feedback on the ACCT Leadership Congress and were reminded of ACCT’s Governance Leadership Institute at Triton College.

**J. Foundation Report**

Ms. Sanders reported that the annual reception was held last night with scholarship recipients and donors.

**K. Other Board Members’ Reports**

Mr. Harris-Patel reported that he attended the ACCT Leadership Congress in New York City with other student trustees.

Dr. Davis also attended the ACCT Leadership Congress, where she learned of the legislative updates, Title IX updates and reported on the sessions that she attended including a virtual welding program and a data metrics session.
Mr. Rosenthal reported on the upcoming IL House of Representatives schedule.

V. Strategic Discussion

1. Embedded Support Project

Joel Dykstra, Dean, English & Humanities and Colin Suchland, Professor, Sociology discussed their project to bring embedded support from the Writing Center to students in the Sociology classroom.

VI. Executive Session

MOTION NO. 11-16-22-4:

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

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

MOTION NO. 11-16-22-5:

Ms. Raymond moved to return to open session at 6:52 p.m. Mr. Holaway seconded.

Those members voting aye were Dr. Davis, Mr. Elmore, Mr. Gates, Mr. Harris-Patel (advisory), Mr. Holaway, and Mr. Rosenthal. PASSED

VII. Actions from Executive Session

MOTION NO. 11-16-22-6:

Dr. Davis moved to approve the attached personnel matters. Mr. Gates seconded.

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

VIII. Adjournment

There being no further business before the Board, the meeting adjourned at 6:53 p.m.

Chairman Elmore

Secretary Raymond
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Personnel Matters

DATE: November 16, 2022

We recommend the following personnel actions:

ADMINISTRATOR

A. Retirement

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<tr>
<th>NAME</th>
<th>POSITION</th>
<th>DEPARTMENT</th>
<th>EFFECTIVE DATE</th>
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<tbody>
<tr>
<td>Jan Szoke</td>
<td>Program Director</td>
<td>Respiratory Therapy</td>
<td>05/12/2023</td>
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B. Approve the employment of Amanda Wiesenhofer as Director, Library Digital and Technical Services. Amanda earned her Master of Library Science from the University of Wisconsin - Milwaukee. She has worked in the LLCC library for over 17 years, most recently as Electronic Resources & Library Systems Administrator. Her employment in this position will be retroactive to September 1, 2022 with placement in salary grade L.

FACULTY

A. Approve the employment of Jonathan Brandenburg as Welding Instructor. He has over twelve years of industry experience as a welder/pipemfitter. His employment will be effective January 9, 2023, and placement will be on <Associates, Step 10 of the 2022-2023 faculty salary schedule.