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, December 12, 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, Mr. Harris-Patel, Mr. Holaway, 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 December 12, 2022 Meeting

   MOTION NO. 12-12-22-1:

Mr. Gates moved to adopt the agenda of the December 12, 2022, meeting. Mr. Holaway seconded.

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

   D. Regular Board Meeting Dates from January 2023 through December 2023

In accordance with Section 2.02 of the Open Meetings Act, the LLCC Board of Trustees is required to adopt a schedule of regular meeting dates at the beginning of each calendar year.

The Board traditionally meets on the fourth Wednesday of each month, except during the month of November and December. We request that the November 2023 meeting be held on Wednesday, November 15 and the December 2023 meeting on Monday, December 11. Some meetings may be held at off-campus locations.

With the exception of any off-campus meetings, all regular meetings of the Board shall commence at 5:15 p.m. in the Robert H. Stephens Room.
MOTION NO. 12-12-22-2:

Mr. Gates moved to approve the schedule of meetings from January 2023 through December 2023 as the fourth Wednesday of each month, with the exception of November, which will be held on November 15 and December, which will be held on Monday, December 11. With the exception of any off-campus meetings, all regular meetings of the Board shall commence at 5:15 p.m. in the Robert H. Stephens Room of Menard Hall, 5250 Shepherd Road, Springfield, Illinois. Dr. Davis seconded.

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

E. Introductions and Recognition

Ember, our new “pawfficer” in the LLCC Police Department was introduced to the board. She is the new outreach therapy dog at the college. She is a two-year old rescue dog who completed her training at SIT Service Dogs. Her duty is to provide both students and staff with comfort and lower stress and anxiety. She will be an ambassador for the police department in their outreach to students and help build better relationships and increase the overall quality of life at LLCC. She was accompanied by Officer Tammy Baehr and Chief Chris Russell.

F. Hearing of Citizens - None
II. Consent Agenda

MOTION NO. 12-12-22-3:

Mr. Rosenthal moved to:

- approve the minutes of the regular meeting of November 16, 2022 and the minutes of the special meeting of December 5, 2022;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during November 2022, and ratify the November 30, 2022 Treasurer’s Report;
- approve out of state travel;
- approve the purchase of a P-65 Ironworker machine from Piranha with a total commitment of $27,995;
- approve a purchase order to Timi’s Tours for transportation services at the total estimated cost of $36,543 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2023-06;
- ratify the one-year renewal amendment with Parchment and approve the training contract with the Illinois Department of Corrections in the amount of $30,000;
- approve the three-year subscription and support services contract for the PeopleAdmin System at a total cost of $144,754.78;
- accept the proposal from Berners Schober in the amount of $51,200 to provide design services for the Workforce Training Facilities Expansion and Renovation – Phase 1 Diesel Tech Lab Project;
- approve the base bid in the amount of $171,730 from B&B Electric, Inc. and to establish a project contingency in the amount of $10,000, for an aggregate amount of $181,730 to complete the Jacksonville Interior Lighting Upgrades Project;
- and accept the proposal from Martin Engineering Company in the amount of $74,230 to provide design services for the Main Campus Parking Lot, Drives and Signage Project.

Dr. Davis seconded.

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

III. Action Agenda

A. Policies - None

B. Academic Services Division Items

1. Summary of Curriculum Changes for 2023-2024 Catalog

The following curriculum changes have been recommended for approval by following the College’s curriculum development process. Recommended changes include curriculum changes at the course level, including the development of new courses, revision of existing courses, and withdrawal of courses from the College's offerings. Changes are also recommended at the curriculum/program level, including the development of new curriculum/program, revision of existing curriculum/program, and deactivation of curriculum/program.
New Courses:
- ARH 220, BUS 275, CRJ 266, DET 101, DET 102, DET 103, DET 104, DET 105, DET 106, DET 201, DET 202, DET 203, DET 204, DET 205, DET 206, DET 207, EDL 110, EDL 113, EDL 115, EGL 149, EGL 253, EGL 254, FRE 299, GER 299, IMD 215, IMD 250, ITA 299, JPN 299, MAT 004, NDT 113, NDT 114, NDT 115, NDT 116, NDT 117, NDT 118, NDT 119, NDT 120, NDT 140, NDT 141, NDT 142, NDT 143

Revised Courses:

Withdrawn Courses:
- ART 112, ART 113, AUB 110, AUB 130, AUB 140, AUB 155, AUB 200, AUB 210, AUB 215, AUB 250, CAS 110, CAS 170, COS 225, CRJ 264, DAP 120, DAP 140, DAP 150, DAP 220, DAP 260, DAP 299, DME 140, DME 145, DME 150, DME 160, DME 270, DME 299, DWD 210, DWD 299, ECE 212, ECE 213, HIS 260, POS 102, POS 230

New Curriculum/Program:
- AAS Diesel Technologies, CA Neurodiagnostic Technology

Revised Curriculum/Programs:

Inactive Curriculum/Programs:
- CC Microcomputer Applications and Systems, AA Physical Education

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**MOTION NO. 12-12-22-4:**

Mr. Rosenthal moved to approve the 2023-2024 curriculum updates to catalog. Mr. Holaway seconded.

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

C. **Student Services Division Items** – None

D. **Administrative Services Division Items**

1. Establishment of 2022 Tax Levy

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We begin the budget process in December by establishing the tax levy for the following year. The levy must be completed and filed by the fourth Tuesday in December. Attached is the resolution to adopt the local property tax levy for 2022. Accounting standards implemented under GASB 35 will cause this levy to be recognized for reporting purposes equally between FY 2023 and FY 2024.

The law provides that the levy includes the dollar amount requested rather than the tax rate desired. Consequently, the tax levy in conjunction with the district’s equalized assessed valuation (EAV) will determine the tax rate. The Education Fund rate of 27¢ per $100 of EAV and the Operation and Maintenance Fund rate of 7¢ per $100 of EAV will remain the same as those extended by County Clerks in the last fiscal year. The proposed levy allows for EAV growth of up to 4.50% over CY21 EAV.

The State of Illinois “Truth in Taxation” statute requires taxing bodies to publish a “Public Notice of Proposed Tax Increase” if the “aggregate levy” exceeds the prior year extension by 105%, excluding election and debt costs. The resolution regarding estimated amounts necessary to be levied in 2022, exclusive of debt retirement, includes an “aggregate levy” of 104.36% in excess of the estimated prior year’s extension.

LLCC’s 2021 extension, exclusive of debt service, was $32,180,586. The levy recommended to you tonight, exclusive of debt service, is $33,584,274, an increase of 4.36% over the previous year’s extension.


The total estimated 2022 levy of $36,405,003, including debt service, represents a 4.9% increase over the 2021 extension of $34,696,130. Attached is the formal resolution necessary to establish the 2022 tax levy. The district’s aggregate levy did not exceed a 5% increase over the prior year’s extension. Therefore, a truth in taxation notice and hearing will not be required for the 2022 tax levy.

**MOTION NO. 12-12-22-5:**

Dr. Davis moved to approve the establishment of a 2022 tax levy of $19,695,674 for educational purposes; $5,106,286 for operations and maintenance purposes; $6,390,000 for liability, protection, and settlement purposes; $560,000 for Social Security and Medicare insurance purposes; $76,550 for audit purposes; $1,755,764 for protection, health, and safety purposes; and $2,820,729 for bond and interest purposes; for a total of $36,405,003. Mr. Gates seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Mr. Harris-Patel (advisory), Mr. Holaway, Ms. Raymond, and Mr. Rosenthal. PASSED
2. Tax Abatement Agreement for Legacy Pointe Development

Legacy Park Sports, LLC desires to construct a multi-purpose sports and events complex in the Legacy Pointe area adjacent to Scheels. As part of this process, Legacy Park Sports, LLC has been working with local taxing bodies to secure the abatement of real estate taxes (in excess of those currently paid) on the property that the complex will be constructed for a ten-year period.

The addition of a multi-purpose sports complex in our local community will not only lead to further economic development but will also provide potential opportunities for Lincoln Land Athletics and students to take advantage of having this state-of-the-art complex in our community.

**MOTION NO. 12-12-22-6:**

Mr. Gates moved to approve the abatement agreement between Lincoln Land Community College District #526 and Legacy Park Sports, LLC for the development of the property in the Legacy Pointe area. Mr. Fulgenzi seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Fulgenzi, 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

Our Higher Learning Commission accreditation visit went very well last Monday and Tuesday. The site visit is part of our comprehensive evaluation, an event that occurs in year 10 of the accreditation cycle. The five peer reviewers were very complimentary regarding our campus, the turnout of faculty and staff at the open sessions, and their overall experience. While the final “verdict” is few months away, we know we gave it our all. Dr. Tricia Kujawa, assistant vice president of institutional research and effectiveness, led our efforts.

We are the recipient of several new grants including $271,000 from the Illinois Community College Board for adult education programming to bridge students into career training. Plans for the new programming will be announced early in the spring semester. The grant was part of $9 million awarded in Illinois Bridge and Transition funding to help minority and low-income students, and students with disabilities, reach their education and career goals.

Also, our Child Development Center was awarded a grant in the amount of $167,000 from the Illinois State Board of Education to offer a Preschool for All Expansion classroom. Twenty spaces are available at no cost to children ages three to five who come from families with identified needs. Screenings for eligibility continue this Wednesday.

A great collaboration took place last week between two health care programs. Nursing and respiratory care students conducted an interprofessional education session in the nursing simulation lab. In the scenario, a ventilator patient pulled out their endotracheal tube, and nurses had to call a rapid response team to evaluate the patient and give needed care.

We enjoyed wonderful sounds of the season earlier this month as the LLCC Band and the LLCC Choir performed concerts for the campus and greater community.

Several clubs have been conducting holiday drives, including Litchfield students collecting nearly 400 food items for a local social service agency; the Honors Program gathering items for MERCY Communities; and Phi Theta Kappa collecting sensory-friendly toys for the Hope Learning Academy.

Ryan Roberts, librarian/professor, has been selected to serve on the Bibliographical Society of America’s new Working Group for Fellows and Fellowships. BSA is the oldest scholarly society in North America dedicated to the study of books and manuscripts as physical objects.

LLCC staff represented the college at the Central Illinois Building Trades Career Day at the BoS Center speaking with students about careers in the trades. Three high schools then brought their students to our Workforce Careers Center for tours.

And, new billboards and bus ads are up promoting LLCC as the affordable path to success! We will also have a new digital billboard in Litchfield at the first of the year and are working to place billboards near our other Outreach Centers.

Dr. Warren advised the board that the college needs a minivan to add to the fleet. Due to shortages we have only been able to find one dealership that can provide one now. The board agreed to move forward with the purchase and will ratify this at next month’s board of trustees meeting.
C. Report from Faculty Senate

Karen Sisk, Professor of English, and Lead Senator reported that the Learning Outcomes Assessment Team came to Faculty Senate and gave a presentation on the exciting improvements and goals for assessment including the new assessment workflow, assessment support, and cocurricular assessment.

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 reminded board members that today was the first day to file candidate petitions for the April election and Monday, December 19 is the last day to file.

I. Secretary’s Report

J. Foundation Report

Ms. Sanders reported that Brenda Van Eman and her partner Nichole Horve established the James Van Eman Memorial Truck Driver Training Endowment Scholarship in memory of Brenda’s father.

K. Other Board Members’ Reports

Mr. Rosenthal noted that he was recently at LLCC – Taylorville and noted that many Taylorville high school students will graduate from LLCC even before they graduate high school.

V. Strategic Discussion

VI. Executive Session

MOTION NO. 12-12-22-7:

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

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Mr. Harris-Patel (advisory), Mr. Holaway, and Mr. Rosenthal. PASSED
MOTION NO. 12-12-22-8:
Ms. Raymond moved to return to open session at 7:04 p.m. Mr. Gates seconded.

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

VII. Actions from Executive Session

MOTION NO. 12-12-22-9:
Dr. Davis moved to approve the attached personnel matters. Mr. Fulgenzi seconded.

Upon roll call vote, those members voting aye were. Dr. Davis, Mr. Elmore, Mr. Fulgenzi, 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 7:05 p.m.

Chairman Elmore

Secretary Raymond
RESOLUTION ON ESTIMATED TAX LEVY FOR 2022

LINCOLN LAND COMMUNITY COLLEGE
RESOLUTION REGARDING ESTIMATED AMOUNTS NECESSARY TO BE LEVIED FOR THE YEAR 2022

WHEREAS, The truth in Taxation Act requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the district; and

WHEREAS, if the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the levy of the preceding year, public notice shall be given and a public hearing shall be held on the district’s intent to adopt a tax levy in an amount which is more than 105% of such extension or estimated extension for the preceding year; and

WHEREAS, the aggregate amount of property taxes extended for 2021 was:

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Purposes</td>
<td>$18,779,096</td>
</tr>
<tr>
<td>Operations and Maintenance Purposes</td>
<td>4,866,861</td>
</tr>
<tr>
<td>Protection, Health, and Safety Purposes</td>
<td>2,075,075</td>
</tr>
<tr>
<td>Auditing Purposes</td>
<td>62,166</td>
</tr>
<tr>
<td>Tort Immunity Purposes</td>
<td>5,833,187</td>
</tr>
<tr>
<td>Social Security &amp; Medicare Insurance Purposes</td>
<td>564,201</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$32,180,586</td>
</tr>
</tbody>
</table>

and

WHEREAS, it is determined that the estimated amount of taxes necessary to be raised by taxation for the year 2022 is as follows:

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Purposes</td>
<td>$19,695,674</td>
</tr>
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<td>5,106,286</td>
</tr>
<tr>
<td>Protection, Health, and Safety Purposes</td>
<td>1,755,764</td>
</tr>
<tr>
<td>Auditing Purposes</td>
<td>76,550</td>
</tr>
<tr>
<td>Tort Immunity Purposes</td>
<td>6,390,000</td>
</tr>
<tr>
<td>Social Security &amp; Medicare Insurance Purposes</td>
<td>560,000</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$33,584,274</td>
</tr>
</tbody>
</table>

And, that the amount of taxes levied for the year 2022 be allocated 50 percent for FY 2023 and 50 percent for FY 2024.

WHEREAS, the Truth in Taxation Act, as amended, requires that all taxing districts in the State of Illinois provide data in the Notice concerning the levies made for debt service pursuant to statute, referendum, resolution, or agreement to retire principal or pay interest on bonds, notes, and debentures or other financial instruments which evidence indebtedness; and

WHEREAS, the amount of property taxes extended for the bond and interest purposes for 2021 was $2,515,544 and it is hereby determined that the estimated amount of taxes to be levied for
The aggregate amount of taxes estimated to be levied for the year 2022 is $33,584,274.

The aggregate amount of taxes estimated to be levied for the year 2022 does not exceed 105% of the taxes extended by the district in the year 2021.

The amount of taxes estimated to be levied for the year 2022 for debt service is $2,820,729 which is 112.13% of the taxes extended for debt service for 2021.

Each county clerk shall also extend a special tax for bond and interest payments as set forth in the certified copy of the resolutions (bond schedules) on file in the office of the county clerk of each county in which District No. 526 is situated.

The estimated aggregate amount necessary to be levied exclusive of election costs and bond and interest costs, does not exceed 105% of the amount of property taxes extended or estimated to be extended including any amount abated by the taxing district upon the levy of the previous year.

ATTEST:  
Chairman, Board of Trustees  
Secretary, Board of Trustees
A RESOLUTION AUTHORIZING A PROPERTY TAX ABATEMENT AGREEMENT

WHEREAS, Lincoln Land Community College District #526 is authorized to grant property tax abatements in various circumstances pursuant to the Illinois Property Tax Code (35 ILCS 200/18-165); and

WHEREAS, Legacy Park Sports, LLC (“Legacy”) desires to construct, build and own, and with the assistance of SPORTS FACILITIES MANAGEMENT, LLC (“SFM”), manage and operate a multi-purpose sports and events complex that is currently known as the SCHEELS SPORTS PARK AT LEGACY POINTE, (“Facility”); and

WHEREAS, Legacy seeks public financial assistance for the Facility and has requested a property tax abatement from the District of the additional property taxes caused by the construction of the Facility in excess of those property taxes currently paid on the Property in order to make the Facility construction feasible; and

WHEREAS, by granting the Tax Abatement, the District will provide an inducement to Legacy to cause the Facility to be constructed and operated for the financial benefit of the District through the enlargement of the overall tax base of the District; and

WHEREAS, the District is entering into this agreement because the project represents an estimated direct financial investment of $45,000,000 in the local sports tourism industry, which has been specifically identified by the Springfield Sangamon Growth Alliance as a priority and targeted economic sector for the community, therefore worthy of the requested public investment. The project is also unique in that it will be built, owned, and operated by a private company and most projects of this scale are built and owned by governmental units, resulting in no direct payment of property taxes. In addition, an independent study has estimated that the project will generate an annual economic impact of more than $25,000,000 in direct spending by visitors from outside of Sangamon County.

NOW, THEREFORE, BE IT RESOLVED by the Members of the Lincoln Land Community College Board of Trustees, in session this 12th day of December, 2022, that the District shall grant Legacy its requested tax abatement by entering into the Tax Abatement Agreement Between Lincoln Land Community College District #526, and Legacy Park Sports, LLC attached hereto. The County Clerk is directed to abate the taxes in accordance with the Tax Abatement Agreement.

ATTEST:

__________________________________________
Chairman, Lincoln Land Community College

______________________________
Board of Trustees

County Clerk
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Personnel Matters

DATE: December 12, 2022

We recommend the following personnel actions:

FACULTY

A. Approve the transfer of Sarah Laurent, Associate Professor-Basic Nurse Assistant, to the position of Associate Professor-Practical Nursing in Hillsboro. She earned a Master of Science in Nursing Education from Western Governors University. She has been employed as a full-time faculty member at LLCC for over five years. Her transfer will be effective January 9, 2023, and her current placement on the 2022-2023 faculty salary schedule remains unchanged.

B. Approve the employment of Dr. Amy Branham in the tenure-track position of Nursing Instructor. She earned her Doctor of Nursing Practice from Southern Illinois University – Edwardsville. She has more than 20 years of experience in nursing and currently teaches at St. John’s College of Nursing and as an adjunct at LLCC. Her employment will be effective January 9, 2023 and placement will be on the Doctorate column, step 12 of the 2022-2023 faculty salary schedule.

C. Approve the one-semester, temporary appointment of Lori Lascelles as Basic Nurse Assistant Instructor. Lori earned a Master of Science in Nursing from Capella University. She is a current adjunct instructor with over 30 years of nursing experience. Her employment will be effective January 9, 2023 with placement on Masters, Step 12 of the 2022-2023 faculty salary schedule.

ADMINISTRATOR

A. Approve the employment of Dr. Amanda Turner in the position of Director, Student Success. Dr. Turner earned her Doctor of Philosophy in Higher Education Administration from Florida State University. She has 21 years of experience in higher education student services, most recently serving as the Associate Dean of Enrollment Management at Pensacola State College in Florida. Her employment will be effective February 1, 2023, and placement will be in salary grade K.