

**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, August 23, 2023 at 5:15 p.m. in the Robert H. Stephens Room with Chairman Gates presiding.

**I. Preliminary Matters**

*A. Roll Call*

Members present were Dr. Davis, Mr. Elmore, Mr. Gates, Ms. Herzog, Mr. Holaway, Ms. Raymond. Mr. Fulgenzi was absent.

**MOTION NO. 8-23-23-1:**

Mr. Holaway moved to allow Mr. Rosenthal to join the meeting via phone. Dr. Davis seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Gates, Ms. Herzog (advisory), Mr. Holaway, Ms. Raymond. PASSED

*B. Pledge of Allegiance*

*C. Adoption of Agenda of the August 23, 2023 Meeting*

**MOTION NO. 8-23-23-2:**

Mr. Holaway moved to adopt the agenda of the August 23, 2023, meeting. Ms. Raymond seconded.

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

*D. Introductions and Recognitions - None*

*E. Hearing of Citizens*

Mr. Brent Harris, a neighbor to the LLCC Medical District addressed the board regarding the homeless housing project being proposed for the Sportsman's Lounge property. His concern is with parking and traffic in the area.

## II. Consent Agenda

### MOTION NO. 08-23-23-3:

Mr. Elmore moved to:

- approve the minutes of the regular meeting of July 26 2023;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during July 2023 and ratify the June 30, 2023 and July 31, 2023 Treasurer's Report;
- approve out of state travel;
- ratify the resolution permanently transferring from the Education Fund \$6,000,000 to Operations and Maintenance Restricted Fund, \$267,353.99 to the Auxiliary Fund, \$4,603,870.20 to the Restricted Fund and from the Operations and Maintenance Fund \$325,790.49 to the Operations and Maintenance Restricted Fund;
- approve a purchase order to Timi's Tours for transportation services at the total estimated cost of \$206,145 in accordance with the terms, conditions and specifications of Invitation to Bid #FY2024-03;
- approve Dynon Certified to provide a SkyView HDX system to Lincoln Land Community College with a total commitment of \$25,346;
- approve Aviation Training Foundation, LLC to provide electrical system training aids to Lincoln Land Community College with a total commitment of \$48,901;
- approve the one-year software agreement with Mongoose Research for Cadence Text at a total cost of \$28,907;
- approve the base bid in the amount of \$596,350 from Senergy Electric, Inc. and to establish a project contingency in the amount of \$29,900, for an aggregate amount of \$626,250 to complete the Exterior Door Security Upgrades Project at LLCC's Main Campus;
- approve the Construction Training Lab project at the Main Campus;
- approve the construction project for Baseball Dugout Code Compliance Upgrades at Main Campus;
- accept the proposal from John Shafer & Associates, Inc. in the amount of \$51,220 to provide design services for the Baseball Dugout Code Compliance Upgrades project;
- and accept the proposal from Demonica Kemper Architects in the amount of \$83,400 to provide planning services for the Facilities Master Plan Update 2024 project.

Mr. Holaway seconded.

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

## III. Action Agenda

### A. Policies

1. New Board Policy – 1.28 – Expressive Activity on Campus

## **Policy Statement:**

*It is the policy of the College to promote the free exchange of ideas while maintaining safe, secure, and efficient educational operations for the benefit of students, staff and visitors to campus. Expressive activities on campus shall be subject to reasonable regulation in respect to the time, place and manner of such activities, but shall not be subject to restriction due to content or viewpoint. Use of College property as a venue for expressive activities shall not imply or signify the College's endorsement, sponsorship, approval, or disapproval of any view expressed during the course of such activities.*

### *Expressive Activities Defined*

*Expressive activities shall include speeches, circulation of petitions, marches, rallies, protests, assemblies, and/or any public demonstration on College property.*

### *Scope*

*This policy shall apply to all College facilities but shall not apply to the use of any College area where employees are acting in the course of their job duties and responsibilities. Further, this policy shall not apply to any person or organization desiring to advertise or sell merchandise or services for commercial purposes on campus.*

### *Expressive Activities By Current Students and Registered Student Groups*

*Current students and registered student groups may use any publicly accessible outdoor College space to engage in expressive activities that may include speakers, nonviolent expression, distribution of literature, displaying of signage, circulation of petitions and advocacy for or against any right or activity protected by the United States Constitution, the Constitution of the State of Illinois, any federal, state, or local law, and/or the policies or practices of the College. Any such use of publicly accessible outdoor space (other than parking lots or driveways) need not require prior notification or permission. The use of walkways or other common areas may not block the free passage of students, staff and visitors to campus nor impede the efficient operation of the College. Amplification during expressive activities shall be restricted if it interferes with College operations.*

### *Expressive Activities By Visitors to College*

*Members of the public who are not current students or members of registered student organizations must receive permission before engaging in expressive activity at any College facility. Requests to schedule expressive activities shall be submitted to the Vice President of Administrative Services. Requests must be made in writing and submitted to the Vice President during regular business hours at least 48 hours prior to the proposed commencement of the expressive activity. At a minimum, any such request shall include the name, address, telephone number and email address of the requesting person, the date and hours requested for the expressive activity, the outdoor area requested for use, and the number of anticipated participants. In order to assure the maintenance of efficient College operations, and to maintain public safety on College grounds, the Vice President (or designee) has been authorized to approve or deny an application for expressive activity provided, however, that the Vice President or designee shall not take the content of the proposed activity into consideration when approving or denying an application. The Vice President or designee's decision in response to any such request shall be made no later than one business day following receipt of the request.*

### *Rules Governing Use of College Grounds*

*Expressive activity on College grounds shall be subject to the following:*

- *Unless otherwise approved in advance by the Director of Student Engagement, expressive activity may occur during regular College business hours.*
- *Expressive activity shall not block any building entrance or exit, or impede access to parking lots, athletic fields, or outdoor educational facilities.*
- *Expressive activity shall not interfere with the educational mission of the College or any College business.*
- *Expressive activity shall not deface or damage any College property, including landscaping features, utility lines and equipment, walkways and parking lots, fences, signage, monuments and works of art.*
- *Expressive activity shall not create or promote a threat to public safety or security as determined by the College's police department.*
- *Expressive activity shall not violate any law or College policy and shall not entail any harassment, bullying or intimidation of any individual.*

*College programming that includes camping or sleeping overnight on College grounds shall not be allowed except with express written approval of the Director of Student Engagement.*

*Expressive activity inside College buildings is prohibited except as authorized pursuant to Board Policy 7.1 (Use of College Facilities), or as authorized by the Director of Student Engagement (current students) and Vice President, Administrative Services (visitors) when inclement weather conditions or other circumstances recommend against outdoor expressive activities.*

*Signs, banners, or structures of any kind used in connection with an expressive activity shall be freestanding and shall be removed upon conclusion of the activity.*

#### Enforcement

*The College reserves the right to stop any expressive activity that materially interferes with or disrupts the educational process or normal activities of the College. Any person who violates this policy may be subject to an order to vacate College property, and any employees or students who violate this policy may be subject to discipline in accordance with College policies and procedures.*

This change was presented for a first reading. No action was required at this meeting. The board discussed and suggested a few changes. This policy will be returned for action at the September meeting of the Board.

*B. Academic Services Division Items - None*

*C. Student Services Division Items – None*

*D. Administrative Services Division Items - None*

*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
  - c. Monthly Financial Report
4. Information Technology – None
5. Advancement Office – None
6. Executive Division
  - a. Review of Agenda Master Calendar

Next month the board of trustees meeting will be held at the LRS, Inc. Aviation Center at the airport. A reception will be held at 5pm and the meeting will start at 5:30pm.

### *B. President's Report*

Students are back and we're in the middle of Welcome Week, with many student activities, food, games and displays. Enrollment up nearly 9% in headcount and nearly 7% in credit hours, and we are hopeful that this trend continues. A new report shows that community colleges across the nation experienced a .5% enrollment growth last spring, the first increase in any sector post-pandemic.

We started the year off for faculty and staff with the annual Convocation last Friday, followed by various departmental activities and a "Last Call Before Fall" social from 4-6.

Also last week, the Black Student Union sponsored a meet-and-greet for new student members. First-time students were able to purchase their books, find their classes, obtain their student IDs and get their questions answered.

LLCC was well-represented at the Illinois State Fair! Our mascot Linc joined other college mascots in helping Governor J.B. Pritzker cut the ribbon opening the fair. Linc even presented a Linc plush doll to the Governor, then visited the butter cow, ordered a corn dog, posed with Abraham Lincoln and took a short ride down the giant slide. Also, we had an interactive display in the Governor's Tent the following Sunday, and a culinary demonstration later in the week. The LLCC Ag Club volunteered at the Pork Patio.

LLCC was also well represented with a float in the Hillsboro Old Settlers Day Parade Aug. 10 celebrating the city's bicentennial. Linc made an appearance there too!

High school students in the grant-funded Healthcare Entry-Level Professional Skills (HELPrS) program presented their capstone projects to the campus and participated in a completion ceremony. The six-week summer program introduced them to a variety of healthcare fields and job shadowing experiences.

The Boys and Girls Club Career Launch program on campus also concluded with a graduation celebration. And, we hosted students in grades 3-8 from the Illinois Mathematics and Science Academy summer program.

Dr. Natasha Casey, assistant professor of communication, was part of the media and information literacy panel “Addressing the Spread of Misinformation and Disinformation: The Library’s Role” at the American Library Association conference in Chicago.

Dr. Warren explained some organizational changes including Recruitment being moved under Student Services, so students have a longer contact helping them through admissions and also to centralize all of the different recruitment models. Career Services will now be under our Advancement and Business Relations to enable better coordination of career planning and work with potential employers.

A Workforce Career Expo will be held on Thursday, September 21. There will be two sessions with more than 500 high school students expected to attend and interact with more than 50 employers at the outdoor displays.

*C. Report from Faculty Senate*

Ms. Jennie O'Malley, Faculty Senate Chair, introduced herself again to the board and reported that Faculty Senate will meet in September. They hosted a coffee and donuts get together for faculty the morning of Convocation.

*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. Gates reported that he attended the city zoning board meeting along with Mr. Bryan Gleckler, VP Administrative Services to speak against the parking waiver that would change the required 36 spaces to 18 for the homeless housing project being proposed on the Sportsman’s Lounge property. The college is not against the project but voiced concerns about parking reduction and traffic in the neighborhood.

*I. Secretary’s Report*

Ms. Raymond has been appointed to the ICCTA Executive Committee and will serve as chair of the trustee education and leadership committee.

*J. Foundation Report - None*

*K. Other Board Members' Reports*

Ms. Rayna Herzog, Student Trustee, attended her first ICCB Student Advisory meeting in July. As a student trustee she would like to address ways to increase mental health awareness on campus.

Mr. Rosenthal announced that he will attend the grand opening of the South-Central Illinois Training and Innovation Center in Litchfield on Monday, August 28. Governor Pritzker and other legislators will also be in attendance.

**V. Strategic Discussion**

A. Diesel Technologies

Mr. Jeffrey Gardner, Program Director, Diesel Technologies provided an overview of the program.

**VI. Executive Session**

**MOTION NO. 08-23-23-4:**

Dr. Davis moved to hold an executive session for the purposes of discussing personnel matters, collective bargaining agreement and pending/imminent legal matters. Ms. Raymond seconded.

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

**MOTION NO. 08-23-23-5:**

Mr. Elmore moved to return to open session at 7:00 p.m. Dr. Davis seconded.

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

**VII. Actions from Executive Session**


**MOTION NO. 08-23-23-6:**

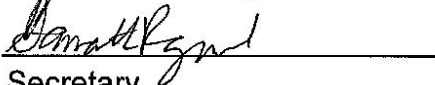
Dr. Davis made a motion to approve the attached personnel matters, Ms. Raymond seconded.

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

**VIII. Adjournment**

There being no further business before the Board, the meeting adjourned at 7:01 p.m.

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Secretary



**AGENDA ITEM II.A**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Personnel Matters

**DATE:** August 23, 2023

**FACULTY**

A. Retirement

<u>NAME</u>	<u>POSITION</u>	<u>DISCIPLINE</u>	<u>EFFECTIVE DATE</u>
Barbara Bernardi	Professor	Biology	08/15/2023

- B. Approve the appointment of Marlena Constant as Early Childhood Education Instructor. Marlena received her master's degree in early childhood education from Erikson Institute. She is currently employed at LLCC as an Early Childhood Education Advocate, as well as an adjunct instructor. Her employment will be effective August 15, 2023 with placement on Masters, Step 9 of the 2023-2024 faculty salary schedule.

**ADMINISTRATOR**

A. Resignation

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>EFFECTIVE DATE</u>
Patrick Moore	Director	Concurrent Enrollment	08/21/2023
MaryShannon Williams	Director, Fac Dev	AleL	08/31/2023

- B. Approve the employment of Shanda Byer as Vice President, Student Services. Shanda earned her Master of Science degree in Administrative Studies in Organizational Leadership from University of South Dakota. She has been employed by LLCC since 1998, most recently as Associate Vice President, Enrollment Services. She has served as interim Vice President, Student Services since January 2023. Her employment will be effective August 23, 2023.

- C. Approve the employment of Dr. Jason Dockter as Vice President, Academic Services. Jason earned his doctorate degree in English Studies from Illinois State University. Jason has been employed by LLCC since 2006, most recently as Associate Vice President, Academic Services. He has been the interim Vice President, Academic Services since January 2023. His employment will be effective August 24, 2023.