

**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, November 20, 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. Fulgenzi, Mr. Gates, Ms. Herzog, Mr. Holaway, Ms. Enz and Mr. Rosenthal.

B. Pledge of Allegiance

C. Adoption of Agenda of the November 20, 2023 Meeting

MOTION NO. 11-20-23-1:

Dr. Davis moved to adopt the agenda of the November 20, 2023, meeting. Ms. Enz seconded.

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

D. Introductions and Recognitions

Chair Gates welcomed some Hillsboro high school students that were attending as part of a civics class and the Culinary students who provided and served the board dinner.

E. Hearing of Citizens - None

II. Consent Agenda

MOTION NO. 11-20-23-2:

Mr. Rosenthal moved to:

- approve the minutes of the regular meeting of October 25, 2023;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during October 2023 and ratify the October 31, 2023 Treasurer's Report;
- ratify out of state travel
- approve out of state travel;
- approve Foster Coach (Proposal 2) to provide a Type 2 style ambulance to Lincoln Land Community College with a total commitment of \$114,809, in accordance with the terms, conditions, and specifications of Request for Proposal #FY2024-05;
- approve the affiliation agreement amendment with OSF Healthcare System and Greater Peoria Specialty Hospital, LLC and the affiliation agreement amendment with HSHS St. Francis Hospital;
- approve the annual Data Cookbook System subscription and support services in the amount of \$39,000;
- approve the one-year agreement for the Salesforce CRM system at a total cost of \$37,963.56;
- ratify the application for the FY24 Nurse Educator Fellowship Program Grant in the amount of \$10,000 and the application for the FY24 Innovative Bridge and Transitions Program Grant in the amount of \$400,000;
- ratify the deductive change order in the amount of \$121,898 for the Baseball Dugout Code Compliance Upgrades as presented which establishes a project contingency in the amount of \$1,820 and
- approve the base bid from Senergy Electric, Inc. in the amount of \$73,383 and to establish a project contingency in the amount of \$7,000 for an aggregate amount of \$80,383 to complete the Electric Vehicle Charging Stations Phase 1 Project a LLCC's Main Campus.

Mr. Holaway seconded.

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

III. Action Agenda

A. Policies

1. Revision to Board Policy 8.12 – Leaves

In accordance with 820 ILCS 192 Paid Leave for All Workers Act, which goes into effect on January 1, 2024, the following is a proposed change to Board Policy 8.12 - Leaves

Policy Statement:

Except as may otherwise be provided by the terms of a collective bargaining agreement, the College shall provide ~~leaves~~ benefit leave time for its employees holding benefit-eligible

positions *or as prescribed by law*. Employees will be granted unpaid family and/or medical leave as prescribed by federal and/or state law*. Employees shall be eligible for military leave in accordance with the provisions of federal law**.

Sick Leave: The College shall advance 15 workdays of sick leave per fiscal year to accumulate to a maximum of 360 workdays. For employees on a leave of absence and not actively at work, sick leave will be accrued on a monthly basis at the start of the fiscal year until such time as the employee returns to active employment. Upon separation of employment, employees shall not be compensated for any unused sick leave. Any employee whose employment shall terminate under circumstances where such employee has used advanced sick leave shall be required to repay the College for such leave, and consent to the withholding of the amount of such repayment, or portion thereof, from his or her final paycheck.

Personal Leave: The College shall advance two (2) workdays of personal leave per fiscal year to accumulate to a maximum of five (5) workdays. Upon separation of employment, employees shall not be compensated for any unused personal leave. Any employee whose employment shall terminate under circumstances where such employee has used advanced personal leave shall be required to repay the College for such leave, and consent to the withholding of the amount of such repayment, or portion thereof, from his or her final paycheck.

Part-Time Paid Time Off:

The College shall advance paid time off to non-benefit-eligible, part-time employees who work at least two consecutive calendar quarters and 40 or more hours within the fiscal year and who have a reasonable expectation that they will be rehired in a subsequent calendar year. Such paid time off shall be advanced on the first day of the employee's assignment. The amount of paid time off advanced will be determined by the number of expected work hours of the assignment, earning one hour for every 40 hours of expected work within the fiscal year. Any unused balance at the end of the fiscal year will not carry over to the next fiscal year. Upon separation of employment, employees shall not be compensated for any unused paid time off. For employees who hold a part-time position with the College in addition to their primary, benefit-eligible position, this leave does not apply. This also does not apply to student employees.

Legal Leave: The College shall provide leave in the event that an employee is subpoenaed to appear as a juror or a witness.

Vacation Leave

Administrators: Employees holding a position designated as administrator shall be advanced 20 days' vacation per fiscal year to accumulate up to a maximum of 40 days. Such employee who works less than an entire fiscal year shall be advanced pro-rated vacation leave. Upon termination of employment for any reason, such employee shall receive compensation for any earned but unused vacation leave. For employees on a leave of absence and not actively at work, vacation leave will be accrued on a monthly basis at the start of the fiscal year until such time as the employee returns to active employment.

Professionals: Employees holding a position designated as professional shall accrue 10.00 to 13.34 hours per month of vacation leave depending upon their number of years of service. Upon termination of employment for any reason, such employee shall receive compensation for any earned but unused vacation leave.

Classified: Employees holding a position designated as classified shall accrue 6.67 to 13.34 hours per month of vacation leave depending upon their number of years of service. Upon termination of employment for any reason, such employees shall receive compensation for any earned but unused vacation leave.

Other Available Leaves:

- *Leave Without Pay*
- *Military Leave*
- *Bereavement Leave*
- *Family/Medical Leave*

Legal Citations:

* *29 USC, Sections 2601-2619*

** *38 USC, Sections 2021-2027*

This change as presented for a first reading. No action was required at this meeting. We will return this policy for action at the December 2023 meeting of the Board.

B. Academic Services Division Items

1. Summary of Curriculum Changes for 2024-2025 Catalog

The following curriculum changes have been approved following the College's curriculum development process. These changes at the curriculum/program level include: the development of new curriculum/program, revision of existing curriculum/program, and deactivation of curriculum/program.

New Curriculum/Program:

- AA Creative Writing, CA Laborer's Construction Technology, AAS Cardiovascular Sonography, AAS Medical Laboratory Technician, CC Workplace Dynamics

Revised Curriculum/Programs:

- CA Industrial Maintenance Technology, CC Network Administration, CA Construction Technologies, AAS Construction Management

Deactivate Curriculum/Programs:

- CA Diagnostic Medical Sonography, AAS Secured Software Programming

MOTION NO. 11-20-23-3:

Dr. Davis made a motion to approve the 2024-2025 curriculum updates to the catalog. Mr. Holaway seconded.

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

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

B. President's Report

We are partnering with the Illinois Department of Innovation & Technology to provide a paid trainee program to build a pipeline of tech talent for DoIT. We hosted a great recruitment event on campus on November 7th. There were approximately 125 attendees and 50 applicants.

Illinois Community College Marketing Collaborative held a press conference November 7th announcing the launch of a new statewide campaign, "For Every Student, For Every Community." The campaign focuses on community colleges in Illinois and the many valuable and vital benefits they bring to the state. One of our agriculture students, Skylar Stewart, spoke at the event – as did Wayne Rosenthal, and Samantha Enz was also in attendance.

Our Scholarship Donor Appreciation Reception was held October 30th with over 150 attendees. The Foundation scholarship application period for students planning to attend during the 2024-2025 academic year opened November 15th and will be open through February 15th. The average award is approximately \$1,500, and only one application form is needed to apply for all scholarships. The Foundation also held a very successful Giving Day on November 15th. The goal was to have 100 donors, and they exceeded that. They also had several people who called and either committed to or finalized plans for new scholarships.

LLCC Ag students attended the 96th National FFA Convention & Expo at the beginning of November. Three of our current ag students received their American FFA degree, which is the highest degree achievable in the organization and only earned by 1% of members nationwide. And last week, the LLCC Livestock Judging team finished 5th overall at the North American International Livestock Exposition in Louisville.

Faculty and staff are completing cybersecurity awareness training this month. And Professional Development Day was held for faculty and staff on November 7th with many sessions and opportunities – spanning topics in student engagement, teaching tools, technology and more. A keynote on Transformational Creativity was provided by author, teacher and speaker Todd Mitchell.

As part of an effort to help enhance our sense of community and better understand what various departments do, the Campus Climate Team is facilitating two department spotlights a semester. One of these was held on November 1st. Student Life hosted an open house. The staff there showcased their office, the food pantry, current clubs, services and programs.

More than 40 guests attended Workforce 101 held in November. The event introduces prospective students to training opportunities in the trades. A career networking event was held for aviation maintenance students on November 14th. Eight different employers talked with students about opportunities while they are still in school as well as career paths for those about to graduate.

LLCC Hospitality and Culinary Arts held an informational meeting November 8th for a two-week trip to Italy they are planning. The trip, in conjunction with Centro Studi Italiani in Urbania, Italy, will travel to Gradara and the Food Valley of Italy, and includes a capstone weekend in Rome.

LLCC's Art After Hours exhibit runs through tomorrow, November 21st. Art After Hours is a program of the Springfield Area Arts Council offering individuals the opportunity to display original art created outside of the office. Our display is located in the Trutter Museum/Murray Gallery and features 24 pieces of artwork from LLCC faculty and staff. There were five first place ribbons awarded. These pieces will move on to the Art After Hours city-wide exhibit.

Fear 101, the college's haunted house sponsored by the LLCC Police Department, wrapped up at the end of October. They entertained a total of approximately 1,680 attendees.

The college held its 28th annual Veterans Day Ceremony on November 10th. LLCC student veteran Jonathan Gebhardt was the featured speaker. Gordon Gates served as master of ceremonies and Rayna Herzog presented the wreath at the event.

It's National Career Development Month. Last week, our Career Center held activities for students with a "Get Career Ready" theme and included opportunities to learn more about teamwork, interviewing and Handshake (the college's job board platform).

The LLCC Computer Science Academy hosted a cybersecurity presentation for students.

A blood drive in partnership with Impact Life was held November 14th.

The third annual Operation Full Belly collected donations to create meal boxes for students in need this Thanksgiving. Children from the Child Development Center collected the food in a "Parade of Food" on November 14th. There are 60 Thanksgiving boxes and \$10 Walmart gift cards going out to 30 PATH students, 28 TRiO students and eight Food Pantry students. There are also 40 \$75 Walmart gift cards going to WEI students.

LLCC Student Services donated and prepared a Thanksgiving Lunch for students on November 17th. 150 students enjoyed turkey, ham, side dishes and desserts. One lucky student even won an Aldi gift card. All students were invited; it originally started as a TRiO lunch several years ago.

We had our first meeting of the Student Well-Being and Mental Health taskforce. The taskforce consists of 5 students, 5 faculty, and 5 staff with Shanda Byer and Bryan Gleckler serving as co-chairs and cabinet liaisons. The purpose of the taskforce is to identify opportunities for addressing student, faculty, and staff needs regarding student well-being. Areas that are being explored are resources and support through education, training, referral services, and campus response.

The Ag Club completed a tree planting service project – to enhance shade trees on the playground at Wilcox Elementary School in Springfield. The club applied for a grant from the Central Chapter of the Illinois Native Plant Society to help cover part of the cost of the trees. The planting was timed so that the K-5 grade classes at Wilcox could watch the installation, ask questions and learn about the importance of trees.

Our Phi theta Kappa chapter partnered with Be the Match to provide information on joining a national registry to help connect patients that have blood cancers/diseases to genetically matched donors willing to give life-saving blood stem cells.

LLCC's Black Student Union and Phi Theta Kappa partnered with Eastside Pride and Green Family Stores to collect coats for kids in the community. More than 40 coats were donated to help children stay warm this winter.

Our Student Radiographers Association volunteered earlier this month at HSHS Mission Outreach to help sort, count, weigh and box medical supplies that are being sent overseas to various countries in need.

On Saturday, November 11th, our campus hosted a Girls on the Run 5K event. Our Beta Nu nursing honor students volunteered at the event's first aid tent and had fun activities for children to learn about yoga while waiting for the race to begin.

Mark Halloway attended the Jacksonville Promise Fundraising event along with Dr. Warren, members of the cabinet and Jacksonville staff.

Today Ken Elmore joined Dr. Warren, members of the cabinet, workforce institute, corporate education, and Litchfield staff in a business advisory meeting with businesses in the Litchfield area. This is an opportunity to learn more about their needs and for them to continue to learn about programming that we may have available, or need to create, to address those needs.

Lastly, we celebrated Ember's 3rd birthday today. Ember is the college's outreach and therapy dog. Students, faculty and staff were invited to enjoy cupcakes along with the LLCC police officers.

C. Report from Faculty Senate

Vice President, Eric Stachera stated that Faculty Senate recently reviewed the PACE survey and have identified some specific issues to address.

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 Gates stated that he continues to be impressed with the LLCC students who represent the college at various events.

I. Secretary's Report

Ms. Enz reported that she attended the ICCTA board meetings recently. Governor Pritzker was recognized with ICCTA's 2023 Michael S. Monaghan Meritorious Service Award, and they welcomed Illinois Secretary of State Alexi Giannoulias as the luncheon keynote speaker. Roundtable participants discussed two topics: Artificial Intelligence (AI) and DEI.

She will also attend the upcoming Governance Leadership Institute at Heartland Community College.

J. Foundation Report - None

K. Other Board Members' Reports

Ms. Herzog reported that as mentioned before, Phi Theta Kappa participated in "Cheek Week" and partnered with Be the Match. 72 people participated in the event.

During National Career Development Week, the Student Government Association (SGA) partnered with the Career Center to promote Handshake, and members of SGA were at every event to help students activate their accounts.

V. Strategic Discussion

VI. Executive Session

MOTION NO. 11-20-23-4:

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

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

MOTION NO. 11-20-23-5:

Mr. Fulgenzi moved to return to open session at 6:06 p.m. Ms. Enz seconded.

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

VII. Actions from Executive Session

MOTION NO. 11-20-23-6:

Dr. Davis made a motion to approve the attached personnel matters, Mr. Holaway seconded.

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

VIII. Adjournment

There being no further business before the Board, the meeting adjourned at 6:07 p.m.

Chairman Gates

Secretary Enz

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Personnel Matters

DATE: November 20, 2023

We recommend the following personnel actions:

FACULTY

- A. Approve the employment of Jascelyn Quick in the full-time, temporary assignment of Integrated Media Design Instructor. This is a grant-funded assignment to begin with the Spring 2024 semester and conclude at the end of the Spring 2026 semester. Jascelyn earned a Master of Arts in Web Design and New Media from the Academy of Art University. Jascelyn has been employed as an adjunct faculty at LLCC since January of 2022. Employment will be effective January 16, 2024, with placement on Masters, Step 11 of the 2023-2024 faculty salary schedule.

- B. Approve the employment of Kelly Clark in the one-semester, full-time, temporary assignment of Basic Nurse Assistant Instructor. Kelly earned a Master of Science in Nursing with a concentration in Leadership and Management. Kelly has been a registered nurse for 13 years and has been employed as an adjunct faculty at LLCC since August of 2023. Employment will be effective January 16, 2024, with placement on Masters, Step 11 of the 2023-2024 faculty salary schedule.

ADMINISTRATOR

- A. Approve the employment of Dr. Corrine Hinton in the position of Dean, English and Humanities. Dr. Hinton earned a doctorate degree in English from Saint Louis University. Dr. Hinton is currently an associate professor of English and department chair at Texas A&M University – Texarkana. Employment will be effective January 2, 2024, with placement in salary grade O.

- B. Approve a change in salary grade for Tim Ervin, Director-Construction/Environmental, Health and Safety. This position will be placed in salary grade M effective December 1, 2023.