

**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, March 27, 2024 at 5:30 p.m. in the Robert H. Stephens Room with Chairman Gates presiding.

**I. Preliminary Matters**

*A. Roll Call*

Members present were Dr. Davis, Mr. Fulgenzi, Mr. Gates, Ms. Herzog, Mr. Holaway, and Mr. Rosenthal. Mr. Elmore and Ms. Enz were absent.

*B. Pledge of Allegiance*

*C. Adoption of Agenda of the March 27, 2024 Meeting*

**MOTION NO. 03-27-24-1:**

Dr. Davis moved to adopt the agenda of the March 27, 2024. Mr. Fulgenzi seconded.

Chairman Gates called a voice vote, all members voted aye. PASSED

*D. Introductions and Recognitions*

It is with great sadness that we share news of the passing of one of our own – Assistant Professor of Music Laurie Lewis-Fritz. With the support of her family, including many of her LLCC family members, Laurie was a true warrior and fought a noble battle for life. Under Laurie’s direction, the LLCC Choir provided many memorable concerts, including a performance at the Illinois American Choral Directors Association Conference in 2021 at DePaul University in Chicago. She was dedicated to her students, guiding them in their educational journeys and sharing with them her passion for music.

*E. Hearing of Citizens – None*

## II. Consent Agenda

### MOTION NO. 03-27-24-2:

Mr. Holaway moved to:

- approve the minutes of the regular meeting of February 28, 2024 and the minutes of the Decennial Committee Meeting on Local Government Efficiencies;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during February 2024 and ratify the February 29, 2024 Treasurer's Report;
- ratify out of state travel;
- approve out of state travel;
- approve the purchase order to Stryker Sales Corporation for EMS equipment at the total estimated cost of \$91,525;
- approve a purchase order to Byerly Aviation for aviation components at the total estimated cost of \$33,974.67 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2024-16;
- approve a purchase order to RPS Imaging for a refurbished ultrasound machine at the total estimated cost of \$59,850 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2024-17;
- ratify the Nestle Lubrication Training contract in the amount of \$16,900 and approve the contract with Girls on the Run;
- approve the agreement with Unchartered Leadership to customize and deliver the Navigating Disruption workshop in the amount of \$38,369;
- ratify the grant application for the Adult Volunteer Literacy grant in the amount of \$65,538 and the grant application for the Noncredit Workforce Training Grant in the amount of \$100,000;
- approve the JOC Proposal from CORE Construction Services of IL, Inc. in the amount of \$425,090 and establish a project contingency in the amount of \$19,260, for an aggregate amount of \$444,350 to complete the Softball Dugout Code Compliance Upgrades Project at LLCC's Main Campus;
- and approve the sale of the cylinder head machine with any funds received being deposited into the Surplus Property Account in the Education Fund;

Mr. Fulgenzi seconded.

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

## III. Action Agenda

### A. Policies

1. Revision to Board Policies 5.14, 5.18, 5.19, 5.20 and 5.42

The following are proposed changes to Board Policy 5.14 – Tuition and Fee Rates/Payment, 5.18 – Tuition and Fee Refund, 5.19 – Student Financial Obligations, 5.20 – Transcripts, and 5.42 – Schedule Changes.

Changes to board policies 5.14, 5.19, and 5.20 are necessitated by an amendment to SB 49

Student Debt Assistance which became effective July 1, 2023. The amendment restricts the ability of colleges to withhold transcripts for an outstanding balance for students who are seeking employment or to further their education. To comply with the amendment, we are removing any reference to the withholding of transcripts due to an outstanding balance.

Changes to board policies 5.18 and 5.42 reflect a change to add period each term. After reviewing the success rates of students who add classes late in the first week of the semester, and considering feedback from students who find the current add period to be confusing, we are requesting a change to our add period to shorten it from the first full week of the term to through Wednesday of the first week of the term. This aligns the add period of our full semester terms with those of our module terms.

#### **5.14 - Tuition and Fee Rates**

##### ***Policy Statement:***

*The in-district tuition rate shall be adjusted at the beginning of each academic year (fall term) to reflect the previous year's state average, adjusted for cost of living. The state average will be the average as determined by the Illinois Community College Board. The cost-of-living adjustment to be used shall be that which is the most recently available Higher Ed Price Index. The adjusted tuition shall be rounded to the nearest one-half dollar. Rates for out-of-district and out-of-state students shall be established in accordance with the Act\* and the Rules of the State Board. Courses which consist primarily of travel outside the community college district shall be charged at in-district rates regardless of student residency status.*

*The Board shall establish from time to time the fees to be assessed for specific courses, special services, or student activities.*

*Unless otherwise authorized by the chief financial officer, all tuition and fees shall be paid in full prior to the beginning of classes. If installment payments have been authorized, then the failure to make any payment when due may subject the student to immediate dismissal or such other penalty as may be deemed appropriate, ~~including the withholding of grades or transcripts.~~*

##### **Legal Citation:**

*110 ILCS 805/3-45 and 110 ILCS 805/6-4*

#### **5.18 - Tuition and Fee Refund**

##### ***Policy Statement:***

Students who officially drop a course(s) during the first week of any ~~semester~~ **term** will receive a refund of 100% of tuition and course fees paid. Refunds for a course(s) with a shorter schedule, e.g., modules, summer session, etc. and for semesters that have an irregular start (e.g., have a holiday within the first week) shall be made on a pro rata basis.

In the event a course is canceled, all paid tuition and fees will be refunded.

No refund will be made to students who are withdrawn from any course for disciplinary reasons or absenteeism. Refunds for special fees (e.g., fees connected to travel-study or fees for required background checks) will be considered on a situational basis regardless of drop date.

Workforce Development and Community Education programs may have different refund policies. Please refer to the individual program for additional information regarding this and other policies.

### **5.19 - Student Financial Obligation**

#### **Policy Statement:**

*Students shall discharge all financial and other obligations to the District prior to registering for the next semester. These obligations include, but are not limited to, overdue library book fines, tuition, student fees, bookstore charges, and childcare center fees. ~~Failure to satisfy such obligations may result in the withholding of transcripts, grade reports, and letters of honorable dismissal.~~*

### **5.20 – Transcripts**

#### **Policy Statement:**

*The College shall, upon request, provide students with official transcripts of all credit coursework attempted with attendant grades ~~provided that students have discharged all financial obligations to the College.~~*

### **5.42 – Schedule Changes**

#### **Policy Statement:**

*Students may enroll or withdraw from courses as follows:*

- 1. Enrolling in Course(s): Students may enroll before a term begins. After the starting date of a term, a student may not initially enroll. Students already enrolled in a course(s) for a given term may add a course(s) to their schedule ~~during the first week in that term~~ **through Wednesday of the first week in that term**. In special and unusual circumstances, the Vice President, Student Services, or the Vice President’s designee, may, after consultation with the relevant faculty member and the appropriate dean, authorize a registration after the late registration period. A late fee shall be assessed if the student adds a course(s) after the first meeting.*
- 2. Withdrawing from Course(s): Students may officially withdraw from courses up to one full week before the last day of classes in a regular college semester or term. After the sixth day of class a student will receive a grade of “W.” Shorter term courses will have a proportionate withdrawal period. Refunds shall be in accordance with Board Policy 5.18, “Tuition and Fee Refund,” and the grade recorded at the time of withdrawal shall be in accordance with Board Policy 5.8, “Grades Given Upon Withdrawal.”*

#### **MOTION NO. 03-27-24-3:**

Mr. Holaway moved to approve new Board Policy 4.18 – Dual Credit. Dr. Davis seconded.

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

*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

##### *B. President's Report*

Our women's basketball team did an outstanding job this year. They won the Region 24 Championship on March 10<sup>th</sup> and advanced to the NJCAA Division 2 National Championships in Joplin, Missouri. The women won their first game in the tournament vs. Union County College and advanced to the Elite 8 where they lost to the No. 1 seed, Johnson County. Our Loggers tied the school record for wins with a record of 28-8.

Three of our basketball players – across both the women's and men's teams – earned postseason awards. Marley Smith was named to the NJCAA Division 2 All-Tournament Team. Marley and Megan Harrell were named to the women's All Region Team. Marley was named First Team All-Conference, and Megan was named Second Team All-Conference. Camren Kincaid was named to the men's All Region Team and to the First Team All-Conference.

One of our alumni, Brad Booker, won an Oscar earlier this month for best animated short film. His film is titled, "War is Over! Inspired by the Music of John & Yoko." In post event

comments, he thanked those who provided support to him here in Springfield and helped him launch his career – including LLCC professors who helped him put together a portfolio for advancing his studies in computer animation.

We hosted the national Professional Agriculture Students Conference on campus March 11<sup>th</sup>-14<sup>th</sup>. There were approximately 500 attendees. Eleven of our ag students earned awards in the competitions: One of our soils specialist teams placed second, another placed fourth. Two of our students won second place honors in Employment Interview events — Alex Sidener in Ag Equipment and Machinery and Braydon DeCounter in Livestock Sales and Service. Our Agronomy Team won fourth place. And Ag Program Coordinator and Ag Club Advisor Bill Harmon was recognized as this year's Outstanding PAS Advisor.

The LLCC Foundation Board has welcomed three new members — Earl Flack, Doreen Garza, and Rachel Pennell. The Foundation Board has also elected officers — Margaret Teague as board chair, Dan Wilcoxon as vice chair and Joe Kulek as treasurer. Outgoing Foundation Board members — Bill Fleming, Brett Jackson, and Neil Jordan — were recognized for their dedicated service on behalf of our students.

Our Alpha Epsilon Kappa chapter of Phi Theta Kappa held its spring induction ceremony Monday evening in the Trutter Center. The event formally recognized 24 new members and was conducted in part by the chapter student leaders. Family, friends, faculty, and staff were in attendance. Also, Olivia Marchizza has been named a Coca-Cola New Century Transfer Pathway scholar, a significant honor for a PTK student, and she will be honored at the PTK President's Breakfast at the American Association of Community Colleges meeting in Louisville on April 7<sup>th</sup>.

Our Emergency Medical Services – Paramedic program has been awarded initial program accreditation by the Commission on Accreditation of Allied Health Education Programs. The award is for five years.

On March 6<sup>th</sup>, "In Our Own Voice," was presented by the National Alliance on Mental Illness. The presentation (offered in-person and remotely) provided an opportunity to hear open and honest perspectives and build a deeper understanding of mental health conditions. A session was held for students, and one was held for employees – with a total of 62 attendees.

On March 29 LLCC hosted the Governor's Higher Education Future Tables where many 4-year school and some community college presidents attended. I was a participant. It is clear that many colleges are concerned about what the future may or may not hold for education and for them.

Dr. Warren attended the President's Council in Kankakee, along with Dr. Jason Dockter, Bryan Gleckler and Shanda Byer in a session with Arthur Levine, the author of *The Great Upheaval*.

On March 7<sup>th</sup>, our Computer Science Academy and the World Affairs Council of Central Illinois hosted a session on cybersecurity presented by Dr. Derek Reveron, chair of the Naval War College National Security Affairs Department.

LLCC hosted the Illinois Junior Academy of Science Region 10 Science Fair on March 16<sup>th</sup>. The event included students in grades 7-12 from a 13-county area.

On March 19<sup>th</sup>, the second Department of Innovation and Technology (DoIT) cohort began. These 16 trainees are training here at LLCC. We are partnering with DoIT to provide a paid trainee program to build a pipeline of tech talent.

We held a transfer exploration night with students from D186 on March 20<sup>th</sup>. Prospective students learned how they can start at LLCC and then transfer to complete bachelor's degrees.

The Community College Survey of Student Engagement (CCSSE) is currently underway. It is a national survey focused on teaching, learning and retention in community colleges.

LLCC is hosting informational meetings for interested individuals to learn about becoming a volunteer tutor with our Adult Education program. A session was held March 7<sup>th</sup> at the Taylorville Public Library, one will be held tomorrow at Lincoln Library here in Springfield, and another will be held at the Chatham Library on April 9<sup>th</sup>.

Bistro Verde opened back up today with the full-service dining portion of the semester. It will be open on Tuesdays, Wednesdays, and Thursdays from 11 to 1 through May 2<sup>nd</sup>.

We will be holding a Solar Eclipse Watch Party on April 8<sup>th</sup>, which will include trivia, music, and other activities in A. Lincoln Commons. The solar eclipse stages will be viewable around 2-2:30 that afternoon. Approved solar eclipse viewing glasses will be provided to participants (while supplies last). Samantha Reif, professor of geology, will be providing a livestream video of the eclipse experience from Du Quoin, Illinois.

We also will be hosting a number of career fairs on campus in April and May:  
Nursing Career Fair and Workforce Institute Career Fair – April 11<sup>th</sup>  
Info Tech Expo – April 12<sup>th</sup>  
State of Illinois Career Fair – May 1<sup>st</sup>

Ron Riggle Day will be held Friday, May 3<sup>rd</sup>. We will be honoring Ron and recognizing his 34 years of coaching LLCC Loggers baseball. We will be recognizing Ron at 2:45 p.m. on the baseball field before the start of the game that day. We will also be inviting alumni, employees, and students to join us for the food, fun and festivities that afternoon.

### *C. Report from Faculty Senate*

Eric Stachera, Vice President, Faculty Senate reported that the Senate has been working with Joel Dykstra, Associate Vice President, Academic Services to implement an excellence in teaching award. Also, an ad hoc group is reviewing the current grievance procedures for consistency and will make recommendations to the administration.

### *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 - None*

*I. Secretary's Report - None*

*J. Foundation Report*

Ms. Sanders reported that the annual LEAGUE campaign kicked off on Tuesday and faculty and staff have donated \$46,000 so far. The annual Gala will be held on April 27 and the theme of the event is "Spurs & Sparkles."

*K. Other Board Members' Reports -*

Ms. Herzog reported on the SGA activities including the letter writing campaign for OERs and Workforce Pell grants. An Advocacy Day will take place on April 18 where the students will advocate for mental health funding. They will also be attending a student engagement conference with Student Life at Carl Sandburg. The Black Student Union will host a masquerade ball on April 13 with dinner and dancing.

## **V. Strategic Discussion**

A. LLCC Police Department

Chris Russell, Chief of Police, presented information about the LLCC Police Department.

## **VI. Executive Session**

### **MOTION NO. 03-27-24-4:**

Dr. Davis moved to hold an executive session for the purposes of discussing personnel matters, faculty tenure and continuing employment and pending/imminent legal matters. Mr. Fulgenzi seconded.

Chairman Gates called a voice vote, all members voted aye. PASSED

### **MOTION NO. 03-27-24-5:**

Trustee Davis moved to return to open session at 6:54 p.m. Trustee Rosenthal seconded.

All members voted aye. PASSED



**VII. Actions from Executive Session**

**MOTION NO. 03-27-24-6:**

Trustee Rosenthal moved to approve the personnel items, seconded by Trustee Fulgenzi.

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

**MOTION NO. 03-27-24-7:**

Trustee Rosenthal recommended approval of the termination of Andrew Blaylock effective March 27, 2024, seconded by Trustee Davis.

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

**VIII. Adjournment**

There being no further business before the Board, the meeting adjourned at 6:55 p.m.

  
Chairman Gates

  
Secretary Enz

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees  
**FROM:** Charlotte J. Warren  
President  
**SUBJECT:** Personnel Matters  
**DATE:** March 27, 2024

We recommend the following personnel actions:

**FACULTY**

- A. Approve the appointment of Chris Tople as Surgical Technology Instructor. Chris received his Associate of Applied Science degree in Surgical Technology from Richland Community College. He currently serves as the Program Director, Surgical Technology at LLCC. His employment will be effective August 13, 2024 with placement on Associates, Step 10 of the 2024-2025 faculty salary schedule.

**ADMINISTRATOR**

- A. Resignation

Brenda Elliott, Director, Work-Based Learning, effective date 6/30/2024.

- B. Approve a change in salary grade for Dr. Laurel Bretz. Her position, now titled Associate Vice President, Corporate, Continuing and Professional Education was recently evaluated by our compensation consultant, Carlson Dettmann, due to changes in job responsibilities. This position will be placed in salary grade O effective April 1, 2024.

- C. The following administrators are being recommended for continued employment for the 2024-2025 year:

**Academic Services**

Badgley, Lori	Program Director, Respiratory Care
Brandenburg, Jon	Program Director, Welding
Bretz, Laurel	Associate Vice President, Corporate, Continuing and Professional Education
Clevenger, Julie	Director, Center for Academic Success
Cosentino, Yvonne	Program Director, Occupational Therapy Assistant
Dockter, Jason	Vice President, Academic Services
Dykstra, Joel	Associate Vice President, Academic Services

Edmonds, Christopher	Program Director, Construction Trades
Ferreira, Nick	Program Director, Emergency Services and Health
FremI, John	Director, Faculty Development
Gardner, Jeffrey	Program Director, Diesel Technologies
Giles-Brown, Leigh	Program Director, Diagnostic Medical Sonography
Hinton, Corrine	Dean, English & Humanities
Hoy, Doug	Program Director, Industrial Maintenance and Electrical
Kuhn-Schnell, Tamara	Dean, Library
Kujawa, Tricia	Assistant Vice President, Institutional Research & Effectiveness
Lamb, Jolene	Director, Community Education
Lane, Sheridan	Director, Culinary Program & Operations
Maskey, Cynthia	Dean, Health Professions
Mitkos, Any	Director, Academic Technology Systems and Support
Murphy, Janelle	Program Director, Associate Degree Radiography
Parton, Becky	Dean, Academic Innovation, and eLearning
Pietrzak, David	Program Director, Aviation
Robinson, Curt	Director, Truck Driver Training
Robles Mendoza, Patricia	Director, Adult Education and Literacy
Searcy, Scott	Dean, Mathematics and Computer Science
Smith, Kalith	Dean, Social Sciences and Business
Spencer, Sonja	Associate Dean, Nursing
Sweet, Nancy	Dean, Workforce Institute
Todd, Brent	Dean, Natural and Agricultural Science
Watkins, Adam	Dean, Arts and Communication
Wiesenhofer, Amanda	Director, Library Digital and Technical Services
Wilson, Diane	Program Director, Neurodiagnostic Technology

### **Administrative Services**

Bliss, Jeremy	Director, Budget & Fiscal Services
Bretscher, David	Director, Facilities
Ervin, Tim	Director, Construction and Environmental, Health & Safety
Gleckler, Bryan	Vice President, Administrative Services
Goodman, Sarah	Director, Business & Accounting
Longhta, Karie	Associate Vice President, Finance
Ralph, Nicole	Associate Vice President, Human Resources
Russell, Chris	Chief of Police
Taylor, Kirsten	Director, Employment and Benefits

### **Executive/ITS**

Collins, Josh	Assistant Vice President, Business Relations
Cruz, Esteban	Chief Information Officer
Kruse, Kyla	Chief Communication Officer
Pulce-Flynn, Michelle	Director, Grant Development and Administration
Roth, Ben	Director, IT Systems
Sanders, Karen	Vice President, Advance/Executive Director, LLCC Foundation
Schnetzler, Rick	Director, IT Support

### **Student Services**

Alarcon, Luis	Director, Recruitment & Admissions
Allen, Shawn	Registrar

Armbruster, Anne	Director, Student Support Services
Blackburn, Jessie	Director, LLCC Litchfield
Booher, Kristin	Director, Student Engagement
Byer, Shanda	Vice President, Student Services
Goers, Bryan	Associate Vice President, Enrollment Management
Johnson, Leslie	Assistant Vice President, Student Success
Krueger, Dee	Director, LLCC Taylorville
Mason, Keri	Director, LLCC Jacksonville
Mills, Alison	Assistant Vice President, Financial Aid
Riggle, Ron	Director, Athletics
Silas, Candace	Director, Open Door Workforce Equity Initiative/PATH
Turner, Amanda	Director, Student Success

### **Proposed Termination**

A recommendation for the termination of Andrew Blaylock, effective March 22, 2024, was presented to the Board of Trustees.