The regular meeting of the Board of Trustees of Lincoln Land Community College, Illinois Community College District #526 was held on Wednesday February 22, 2017 at 5:15 p.m. in the Robert H. Stephens Room of the main campus with Chairman Findley presiding.

I. Preliminary Matters

A. Roll Call

Members present were Mr. Shackelford, Mr. Lewis, Mr. Reichert, Mr. Rosenthal, Mr. Wesley, and Mr. Findley. Mr. Fulgenzi and Mr. Gray were absent.

B. Pledge of Allegiance

Chairman Findley requested Mr. Rosenthal lead the audience in the pledge of allegiance.

C. Adoption of Agenda of the February 22, 2017 Meeting

MOTION NO. 2-22-17-1:

Mr. Rosenthal moved to adopt the agenda of February 22, 2017 meeting. Mr. Reichert seconded.

Those members voting aye were Mr. Shackelford, Mr. Lewis (advisory), Mr. Reichert, Mr. Rosenthal, Mr. Wesley, and Mr. Findley. PASSED

D. Introductions and Recognitions - None

E. Hearing of Citizens - None
II. Consent Agenda

MOTION NO. 2-22-17-2:

Mr. Reichert moved to:

- approve the minutes of the Regular Meeting of January 25, 2017;
- ratify disbursements of the bi-monthly checks, E-Commerce Refunds, ACH and Wire transactions issued during January 2017 and ratify the January 2017 Treasurer's Report;
- approve out-of-state travel for the attached list of employees;
- approve increasing the bookstore blanket purchase order by $150,000 for the listed resale items;
- approve the Articulation Agreement with Southern Illinois University;
- ratify the grant application with the National Science Foundation in the amount of $200,000; and
- approve the Statement of Final Construction Compliance Report to the Illinois Community College Board for the referenced projects.

Mr. Rosenthal seconded.

Those members voting aye were Mr. Shackelford, Mr. Lewis (advisory), Mr. Reichert, Mr. Rosenthal, Mr. Wesley, and Mr. Findley. PASSED

III. Action Agenda

A. Policies - None

B. Academic Services Division Items

1. Summary of Changes for 2016-2018 Catalog Addendum

Dr. Warren noted the College catalog is adopted every two years, with an update completed annually. Request is made to approve the annual addendum for the 2016-2018 College catalog.
MOTION NO. 2-22-17-3:

Mr. Shackelford moved to approve the 2016-2018 College Catalog addendum. Mr. Reichert seconded.

Those members voting aye were Mr. Shackelford, Mr. Lewis (advisory), Mr. Reichert, Mr. Rosenthal, Mr. Wesley, and Mr. Findley. PASSED

C. Student Services Division Items – None

D. Administrative Services Division Items - None

E. Information Technology Systems Items - None

F. Workforce Development and Community Education Items – None

G. 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

   Dr. Warren noted this item has been updated to reflect two retirements, and explained the “Change in Status” for two employees is the result of some re-arranging to better serve the needs of LLCC students.

   b. Construction Progress Update

   FY16 Public Health and Safety (PHS) Project documents are being finalized and FY17 PHS project document development is underway.

   4. Information Technology Systems – None
5. Workforce Development and Community Education - None

6. Executive Division
   a. Review of Agenda Master Calendar

Dr. Warren noted seating newly elected Board members is contingent on when the counties can complete their vote canvassing. LLCC hopes this will be complete prior to the regularly scheduled April 26 Board of Trustees meeting. If not, a Special Meeting of the Board will have to be held by the May 2, 2017 deadline.

B. President’s Report

LLCC’s 50th Anniversary Founders’ Day was held on Saturday, February 18 with more than 200 attendees. Speakers included: Craig Findley, Board Chair; Dr. Robert Poorman, Founding President; Bill Craig, Founding Faculty Member; Eldon Greenwood, Founding Trustee; Brandon Lewis, Student Trustee; and Dr. Charlotte Warren, LLCC President. The LLCC Big Band provided music and Phi Theta Kappa (PTK) students revealed some of the contents of a 25-year-old time capsule, they recently opened. PTK students placed new items into the time capsule, which will be buried and unearthed at some future date. A book signing for LLCC’s new 50th Anniversary History Book, and reception for the FORWARD took place following the ceremony. A 50th Anniversary Exhibit was, and continues to be, displayed in the Murray Art Gallery. Athletic Hall of Fame’s newest inductees were introduced at the men’s basketball game, which was followed by a reception. LLCC Homecoming was celebrated on Saturday, with Brandon Lewis and Catherine Wittler chosen by the students, as Homecoming King and Queen.

The Academy of Lifelong Learning (ALL) sponsored a 50th Anniversary Panel Discussion on February 21, which included: Dr. Poorman; Jim Zerkle, LLCC’s first Student Trustee, who later became an elected Trustee; and Dr. Warren.

The 9th Annual Lincoln Lecture was held on February 13, 2016 in observation of President Abraham Lincoln’s Birthday. Speakers included: Alan Lowe, Executive Director of the Abraham Lincoln Presidential Library and Museum; Kathryn Harris, President of the Abraham Lincoln Association; and Dr. Samuel Wheeler, Illinois State Historian. Dr. John Squibb, LLCC Faculty Emeritus, served as moderator.

In February, LLCC celebrated African-American History Month with this year’s theme “An Expression of Hope and Celebration of Black Life, Black History, and Black Culture”. A few of the events were: Kenny Humble Trio; HIV/AIDS awareness and testing by the Black Student Union; a presentation by Robert Davis as Frederick Douglass; and African-American Food and Vendor Day.
LLCC’s Open Door Mentorship Program Coordinator, Michael Phelon, was one of the honorees at the Illinois State Capitol on February 8, during a special Black History Month Celebration. He was honored for “Outstanding Commitment to Community Service.”

Campus Visit Day was held on February 21, with its largest turnout to date. LLCC hosted 429 guests, combined between the morning and evening sessions.

On January 31, LLCC hosted more than 300 students from 19 high schools who participated in the Worldwide Youth in Engineering and Science Challenge.

The Illinois Postsecondary Agriculture Student Competition was held at LLCC’s main campus on February 10. Several hundred Ag students from across the state participated. LLCC’s College Bowl Team won first place in its event. LLCC’s Equine Specialist Team and the Soil Specialist Team both placed third in their events.

The 14th Annual Education Career Day was held on February 13, for students interested in pursuing a degree in teaching.

LLCC co-sponsored the Annual Career Connections Expo held at University of Springfield on February 16.

Registration for the summer semester begins on February 23, and fall class registration begins on April 20.

Since her last report, Dr. Warren has attended an Illinois Council of Community College Presidents meeting, participated in an ICCTA Conference Call, in lieu of the annual D.C. meeting, and reviewed Governor Rauner’s Budget Address. In his address, the Governor proposed community colleges receiving 85% of their 2015 budgets. The funding would be distributed to the Illinois Community College Board (ICCB) and they would then distribute it by formula to community college districts. Dr. Warren stated there has been no discussion of any stop-gap funding for this year. She reported there are numerous pieces of legislation that could impact community colleges such as: raising minimum wage; mandated reporting requirements; some form of a property tax freeze; term limits for community college trustees; and having all school/college elections managed by County Election Boards.

The Illinois Board of Higher Education (IBHE) lost their Executive Director and the Executive Director of ICCB may be temporarily expanding her job duties to include serving as Executive Director of IBHE.

C. Report from Faculty Association - None
D. Report from Classified Staff - None

E. Report from Professional Staff - None

F. Report from Facilities Services Council - None

G. Chairman’s Report - None

H. Secretary’s Report - None

I. Foundation Report

Ms. Sanders, Executive Director of the LLCC Foundation announced they recently received a $650,000 monetary gift from a donor who wishes to remain anonymous. The donation will support scholarships, as well as the Welding Program at Taylorville.

J. Other Board Members’ Reports

Mr. Lewis gave a brief synopsis of student activities that include: Student Government receiving By-Stander Emergency Training; the Computer Science Academy, the Open Door Mentorship Program activities, and an upcoming student sponsored Open Mic Night.

Mr. Wesley reiterated Dr. Warren’s discussion regarding the vast number of legislative proposals that could greatly impact community colleges, and the importance of being aware of these legislative proposals. He urged Trustees to engage with State Legislators to make them aware of how these legislative proposals will affect community colleges.

V. Strategic Discussion

A. Strategic Planning Process: Mission, Vision, Values

Co-Chairs of the Strategic Planning Team, Dr. Scott Stallman, AVP of LLCC Outreach, and Dr. Jason Dockter, Professor of English, provided information on LLCC’s Five-Year Strategic Planning Process. They explained the Strategic Planning Process is instrumental in moving the College forward, empowering and energizing all employees, and ensuring that LLCC has a strong alignment between the local and national workforce, and the community at large. A Strategic Planning Review Team was formed last year and has been very busy reviewing a vast amount of information and data. Now the Team is ready to review LLCC’s Mission, Vision, and Values. The Co-Chairs will review this tonight with the Board of Trustees, seeking their thoughts, ideas, and input. Dr. Stallman indicated information on Goals and Key Indicators will also be shared with
the Board at a future meeting, once again seeking input. The Strategic Planning Team plans to present the completed Five-Year Strategic Plan to the Board of Trustees in August 2017 for adoption.

VI. Executive Session

MOTION NO. 2-22-17-4:

Mr. Reichert moved to hold an executive session for the purposes of discussing personnel matters, student matters, and pending/imminent legal matters. Mr. Lewis seconded.

Those members voting aye were Mr. Shackelford, Mr. Lewis (advisory), Mr. Reichert, Mr. Rosenthal, Mr. Wesley, and Mr. Findley. PASSED

MOTION NO. 2-22-17-5:

Mr. Findley moved to return to open session. Mr. Wesley seconded.

Those members voting aye were Mr. Shackelford, Mr. Lewis (advisory), Mr. Reichert, Mr. Rosenthal, Mr. Wesley, and Mr. Findley. PASSED

VII. Actions from Executive Session

MOTION NO. 2-22-17-6:

Mr. Reichert moved to approve the attached personnel actions. Mr. Shackelford seconded.

Those members voting aye were Mr. Shackelford, Mr. Lewis (advisory), Mr. Reichert, Mr. Rosenthal, Mr. Wesley, and Mr. Findley. PASSED
MOTION NO. 2-22-17-7:

Mr. Reichert moved to grant tenure (continuing status) for the 2017-2018 Academic Year to Ashley Green, David Leitner, Timothy McKenzie; and to re-employ Gretchen Conway, Sandra Davidson, Britta Lothary, Adrienne Range, Amanda Roche, Gregory Snyder, Anastasia Till, and Casandra Troxell for the 2017-2018 Academic Year. Mr. Shackelford seconded.

Those members voting aye were Mr. Shackelford, Mr. Lewis (advisory), Mr. Reichert, Mr. Rosenthal, Mr. Wesley, and Mr. Findley. PASSED

MOTION NO. 2-22-17-8:

Mr. Reichert moved to approve the listing of faculty positions for the 2017-2018 academic year. Mr. Shackelford seconded.

Those members voting aye were Mr. Shackelford, Mr. Lewis (advisory), Mr. Reichert, Mr. Rosenthal, Mr. Wesley, and Mr. Findley. PASSED

VIII. Adjournment

MOTION NO. 2-22-17-9:

Mr. Reichert moved to adjourn the meeting. Mr. Shackelford seconded.

Those members voting aye were Mr. Shackelford, Mr. Lewis (advisory), Mr. Reichert, Mr. Rosenthal, Mr. Wesley, and Mr. Findley. PASSED

The meeting adjourned at 7:00 p.m.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Out-of-State Travel

DATE: February 22, 2017

<table>
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<tr>
<th>Name</th>
<th>Meeting</th>
<th>Location</th>
<th>Account</th>
<th>Amount</th>
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<tr>
<td>Blaylock, Andrew</td>
<td>Campus Market Expo 2017</td>
<td>Salt Lake City, UT</td>
<td>Administrative-Bookstore</td>
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<td>Ecklund, Don and Quiz Bowl Team (Approx. 5 Students)</td>
<td>Quiz Bowl Nationals</td>
<td>Bloomington, MN</td>
<td>Club Trip</td>
<td>$1,369***</td>
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<td>Howarter, Wendy</td>
<td>National Summit for Educational Equity</td>
<td>Arlington, VA</td>
<td>Paid by National Alliance for Partnerships in Equity and Program Improvement Grant</td>
<td>$2,728**</td>
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<td>Schaefer, Philip</td>
<td>Teachers of Accounting at Two Year Colleges Conference</td>
<td>Austin, TX</td>
<td>Faculty Chair Professional Development Allocation</td>
<td>$1,666</td>
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<td>Schaefer, Philip</td>
<td>American Institute of Certified Public Accountants Engage</td>
<td>Las Vegas, NV</td>
<td>Faculty Chair Professional Development Allocation</td>
<td>$3,651</td>
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<tr>
<td>Vinzant, John and POS 165 (Approx. 10 Students)</td>
<td>Model IL Government Trip</td>
<td>Washington, DC</td>
<td>Class Trip</td>
<td>$4,588*</td>
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<td>Warren, Charlotte</td>
<td>American Association of Community Colleges Commission and Annual Meeting</td>
<td>New Orleans, LA</td>
<td>Administrative</td>
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<td>Warren, Charlotte</td>
<td>Reserve Forces Policy Board</td>
<td>Washington DC</td>
<td>Paid by U.S. Department of Defense</td>
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<tr>
<td>Watkins, Danyle</td>
<td>National Association for the Education of Young Children Peer Review Visit</td>
<td>Ottumwa, IA</td>
<td>Paid by National Association for the Education of Young Children</td>
<td>$0</td>
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*Institutional Funds
**$1,200 National Alliance for Partnerships in Equity and $1,528 Program Improvement Grant
***Club Funds
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Personnel Matters

DATE: February 22, 2017

We recommend the following personnel actions:

ADMINISTRATOR

A. Retirements

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>EFFECTIVE DATE</th>
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<tbody>
<tr>
<td>Hugh Garvey</td>
<td>Assistant Vice President, Construction</td>
<td>04/28/17</td>
</tr>
<tr>
<td>Eileen Tepatti</td>
<td>Vice President, Academic Services</td>
<td>09/29/17</td>
</tr>
</tbody>
</table>

FACULTY

A. Approve the change in retirement date for Michelle Coakes, Professor-Art, from December 31, 2019 to August 15, 2018. The Board of Trustees had approved Ms. Coakes’ original retirement date at their regular monthly meeting on July 27, 2011.