

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
LINCOLN LAND COMMUNITY COLLEGE was held on Wednesday, February 28, 2024
Robert H. Stephens Room with Chairman Gates presiding.**

I. Preliminary Matters

A. Roll Call

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

B. Pledge of Allegiance

C. Adoption of Agenda of the February 28, 2024 Meeting

MOTION NO. 02-28-24-1:
Ms. Enz moved to adopt the agenda of the February 28, 2024. M

Chairman Gates called a voice vote, all members voted aye, 20 insb9.90 nsNone

II. Consent Agenda

MOTION NO. 02-28-24-2:

Mr. Fulgenzi moved to:

- approve the minutes of the regular meeting of January 29, 2024;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during January 2024 and ratify the January 31, 2024 Treasurer's Report;
- approve out of state travel;
- approve a purchase order to ILMO for five welders and accessories at the total estimated cost of \$27,318.78 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2024-14;
- ratify the intergovernmental agreement with the Illinois Department of Corrections, approve the partnership with DRI International to train DoIT employees for \$23,970 and approve the affiliation agreement amendment with

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

III. Action Agenda

A. Policies

1. New Board Policy 4.18 – Dual Credit

The following is a proposed new Board Policy required by ICCB:

Policy Statement:

Lincoln Land Community College partners with high schools within Community College District #526 to offer dual credit opportunities to high school students in accordance with the Dual Credit Quality Act (110 ILCS 27).

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

2. 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

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, 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 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 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 P4 (c0met)-2 85TR (h)-10 (, St)-2 (ude)4 (nt))TJ -0.004 Tc 0.184 Tw z

Refund”, and the grade recorded at the time of withdrawal shall be in accordance with Board Policy 5.8, “Grades Given Upon Withdrawal.”

These changes are being presented for a first reading tonight. No action is required at this meeting. With Board concurrence, we will return this policy to you for action at the regularly scheduled March 2024 meeting of the Board.

B. Academic Services Division Items

1. Sabbatical Leave Recommendation for 2024 - 2025

The following sabbatical leave requests for the 2024-2025 Academic Year are submitted for approval:

Jennie O'Malley, Professor of Biology, requests sabbatical leave for the Spring 2025 semester. Prof. O'Malley will be working on the creation of instructional videos, images, and supplemental content that would enhance Anatomy and Physiology instruction. The project will include the development of content across the entire A&P course sequence including histology and the eleven body systems studied. These materials will be incorporated across all sections of A&P, used by all students, and will be put on reserve in the library for check-out establishing OER content for these courses. This project will enhance equity amongst students by providing the same course content for all students to engage with.

Tameka Johnson-Tillman, Professor of English, requests a sabbatical leave for the Spring 2025 semester. Prof. Johnson-Tillman will work to complete necessary research and analyze collected data to then begin and complete writing her dissertation in pursuit of her PhD in English Studies. Her research is focused on Hip Hop literacy, social justice, linguistic justice, and identity which inform her instruction by incorporating the intersections of language, identity, and culture into the work students complete in her first-year writing courses.

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

C. Student Services Division Items – None

D. Administrative Services Division Items

1. Variable Tuition Rate

Procedures under Board Policy 5.14, Tuition and Fee Rates/Payment, allow for tuition and

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For the newly established Cardiovascular Sonography (CVS) and Medical Laboratory Technician (MLT) courses, we are proposing a variable tuition rate of 2.0 times the standard tuition rate. All CVS courses will be assessed a variable tuition rate of \$140.00 beginning Fall 2024. MLT courses will begin Fall 2025 and will be assessed a variable rate of 2.0 times

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

We hosted the regional Academic Challenge on February 5th. Approximately 200 students from 12 area high schools joined us on campus to compete — both as individuals and teams — in biology, chemistry, computer science, engineering graphics, English, mathematics and physics.

The annual Lincoln Lecture was held Feb. 12. “Abraham Lincoln and the Making of the American West” was presented by Jacob K. Friefeld, the director of the Center for Lincoln Studies at UIS to nearly 70 attendees. Outreach Centers and Student Life also held various Lincoln-themed activities.

On Februar

LLCC is participating in the online Community College Survey of Student Engagement (CCSSE). The survey just launched yesterday and will remain open during most of March for students to share their perspectives on teaching, learning and retention in community colleges.

The Paul Simon Essay contest is currently open for students through 3 p.m. on March 22nd. It is a statewide contest that provides an opportunity to win a \$500 scholarship by writing a 500-word essay on the topic "How My Community College Changed My Life." A local LLCC winner will be selected to advance to the statewide competition and be given prizes from the LLCC Bookstore, Foundation and Writing Center.

High school advisory committee meetings

VI. Executive Session

MOTION NO. 02-28-24-7:

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

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

MOTION NO. 02-28-24-8:

Trustee Enz moved to return to open session at 6:02 p.m

VIII.



MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Personnel Matters

DATE: February 28, 2024

We recommend the following personnel actions:

ADMINISTRATOR

A. Retirement

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Kim Eddings	Director, Accessibility Services	06/30/2024