

**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, May 22, 2013 with Chairman Reichert presiding. A misprint in the published agenda incorrectly listed the meeting time as 5:30 pm, rather than 5:00 pm, therefore Chairman Reichert stated the business portion of the Board meeting would not begin until 5:30 pm, but proceeded with Informational Items at 5:15 pm.

**Introductions**

Vice President Frederick announced the Lincoln Land Softball Team recently participated in the NJCAA National Tournament, placing 9<sup>th</sup>, and then introduced Athletic Director Ron Riggle and Softball Coach John Marsaglia. Coach Marsaglia asked the Softball Team members to stand, introduce themselves and state their course of study at LLCC. Coach Marsaglia expressed his appreciation, admiration, and respect for his Team members, stating 15 of the ladies will be returning next year. He also commended the team for their high academic achievements, stating last fall and again this spring, they held the highest Softball team grade point averages in the history of the College.

**Information Items**

*A. Staff Reports*

1. Academic Services - None
2. Student Services – None
3. Administrative Services
  - a. Position Vacancies and Hires

Dr. Warren stated this item has been updated reflecting a busy month, working to fill vacancies in Beardstown and Litchfield.

b. Construction Progress Update

LLCC continues to wait on formal LEED Silver Certification for the Workforce Careers Center from the United States Green Building Council. Dr. Warren continues to work closely with local legislators on funding for the Sangamon South, Theater Program project. The Athletic Field Drainage Improvements are currently underway and a delay in the Front Entry Improvement project, due to paper work required by the City of Springfield, has now been resolved.

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

a. Review of Agenda Master Calendar

Dr. Warren noted the June Board of Trustees meeting will be followed by a Budget Workshop.

*B. President's Report*

LLCC's Surgical Technology Program was awarded an initial five-year accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and in addition the Surgical Technology Program also received the Galaxy Award at the Association of Surgical Technologists' Annual Conference.

Commencement was held on May 17, 2013 with 353 students participating and approximately 2,500 certificates and degrees being conferred. Holly Black of Taylorville was the student Commencement Speaker.

At the April 30<sup>th</sup> Student Recognition Ceremony Zainab Jasim was honored at the Outstanding Graduate of the Year.

LLCC's 19<sup>th</sup> Annual Employee Recognition and Appreciation Ceremony was held on May 2, 2013 honoring retirees and employment anniversaries. Ms. Barb Bernardi, Professor of Biology was awarded the Drs. Raymond and Ann Pearson Master Teacher Award. Distinguished Service Award winners include; Classified Staff - Deanna Tarter, Administrative Assistant, Professional Staff - Michelle Burger, Student Events Coordinator, Administrative Staff - Lee Bursi Assistant Vice President of Financial Aid, Faculty - Lyndell Robinson, Professor of Biology, and Adjunct Faculty - Sue Hamilton, Music Instructor.

## AGENDA ITEM II.A

The Adult Education and Literacy Program Recognition Ceremony was held on May 15<sup>th</sup> recognizing GED Graduates, ESL Students, Literacy Students, Citizenship Class Students and Community Volunteers

The LLCC Theatre's production of "*Les Liaisons Dangereuses*" was held on May 3,4,10 and 11 on the main campus.

The LLCC Recital Series concluded for the academic year with performances by the LLCC Choir, the LLCC Stolen Moments Jazz Band, the LLCC Big Band and LLCC Theatre production entitled; "Lincoln Troubadours".

Dr. Warren and Trustee Wesley attended ICCTA's Lobby Day which included a meeting in State Representative Rosenthal's office with several of LLCC's legislators allowing them the opportunity to discuss capital projects, budget funding and pension funding.

The 7<sup>th</sup> Annual LLCC Foundation's Annual Gala was held on May 4, 2013.

LLCC's Workforce Development department hosted a Community Forum to launch the Springfield Jobs Council on April 30, 2013. The forum was coordinated through the Illinois Works for the Future campaign.

Ms. Tamara Kuhn-Schnell, Associate Dean of LLCC's Learning Resource Center has been appointed to represent community college libraries on the Board of Directors for the Consortium of Academic and Research Libraries in Illinois.

LLCC student, Ms. Virginia Moore, has been elected as the Central Vice President of the Illinois Region for Phi Theta Kappa's Academic Honor Society.

Two LLCC students were honored at the 2013 Illinois Geographical Society's Annual Banquet; Susannah Oettle was the recipient of the 2013 Charles Womack Memorial Scholarship and Dalton Brown was the recipient of the 2013 Outstanding Community College Geography Student Award.

Dr. Warren was recently elected as the Secretary/Treasurer of the Illinois Community College Presidents' Council.

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At 5:30 p.m., in the Robert H. Stephens Room of the main campus Chairman Reichert called the regular meeting of the Board of Trustees of Lincoln Land Community College, Illinois Community College District #526 to order.

**I. Preliminary Matters**

*A. Roll Call*

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

*B. Pledge of Allegiance*

Chairman Reichert led the audience in the pledge of allegiance.

*C. Adoption of Agenda of the May 22, 2013 Meeting*

**MOTION NO. 5-22-13-1:**

Mr. Gray moved to adopt the agenda of the May 22, 2013 meeting. Mr. Wesley seconded.

Those members voting aye were Mr. Gray, Mr. Reichert, Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi and Mr. Shackelford. PASSED

*D. Introductions and Recognitions*

Introduction and recognition of the Lincoln Land Community College Softball Team was conducted prior to the start of the meeting.

*E. Hearing of Citizens – None*

**II. Consent Agenda**

Trustee Fulgenzi inquired of an error in Agenda Item II.J.2, Utility Easement for City Water Light and Power. On page 35 of the printed agenda, Springfield Metro Sanitary District is listed as the Grantor, which is incorrect. Lincoln Land Community College is the correct Grantor and the motion below was made with consideration of this correction.

**MOTION NO. 5-22-13-2:**

Mr. Fulgenzi moved to:

- approve the minutes of the Regular Meeting of April 14, 2013;
- approve the minutes of the Special Meeting of May 2, 2013;
- ratify payment of bi-monthly accounts payable checks issued during April 2013 and ratify, subject to audit, the April 30, 2013 Treasurer's Report;
- approve ratification of out-of-state travel for the attached list of individuals;
- approve out-of-state travel for the attached list of employees;
- ratify the contract with the U.S. Army National Guard in the amount of \$24,500; approve the contract with the U.S. Army National Guard in the amount of \$48,764.30, the Memorandum of Understanding with St. John's Hospital, and the CMS Master Education Agreement Contract Renewal;
- ratify the Illinois State Library Adult Volunteer Literacy Grant I the amount of \$67,999 and the Illinois State Library Penny Severns Family Literacy Grant in the amount of \$30,049;
- ratify the listed change order in the amount of \$4,745 for the Menard Hall Roof Replacement project as presented; and
- approve the attached (amended) Right of Way Easement to City Water Light and Power.

Mr. Gray seconded.

Those members voting aye were Mr. Gray, Mr. Reichert, Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi and Mr. Shackelford. PASSED

**III. Action Agenda**

*A. Policies*

**1. Revision of Board Policy 5.3 – Financial Aid Return of Funds**

Board Policy 5.3 – Financial Aid Return of Funds is submitted for a second reading and approval. This proposed revision simplifies inclusion of all financial assistance, present and future.

**MOTION NO. 5-22-13-3:**

Mr. Gray moved to approve Board Policy 5.3 – Financial Aid Return of Funds. Mr. Wesley seconded.

## AGENDA ITEM II.A

Those members voting aye were Mr. Gray, Mr. Reichert, Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi and Mr. Shackelford. PASSED

*B. Academic Services Division Items - None*

*C. Student Services Division Items – None*

*D. Administrative Services Division Items*

### 1. Approval of College Food Service

Vice President Vertrees stated a Request for Proposal (RFP) for a new College Food Service Vendor was published in January 2013, with two proposals received. The Food Service committee thoroughly evaluated the two proposals, rating their quality of service, quality of product, pricing, commissions, marketing, incentives, innovation, experience with similar accounts, overall quality of proposal, and adherence to proposal specifications. The Food Service Committee unanimously recommends the following motion:

#### **MOTION NO. 5-22-13-4:**

Mr. Wesley moved to approve a five year contract with Subway to provide food service to the College. Mr. Shackelford seconded.

Those members voting aye were Mr. Reichert, Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi and Mr. Shackelford. Mr. Gray abstained from the vote due to a personal conflict of interest. PASSED

### 2. Catering Services and Food Service for LLCC Child Development Center

Vice President Vertrees stated a Request for Proposal (RFP) for a new contractor for Catering Services and Food Service for LLCC Child Development Center was published in January 2013, with three proposals received. The Food Service committee thoroughly evaluated the proposals, rating their quality of service, quality of product, pricing, commissions, marketing, incentives, innovation, experience with similar accounts, overall quality of proposal and adherence to proposal specifications. The Food Service Committee unanimously recommends the following motion:

**MOTION NO. 5-22-13-5:**

Mr. Gray moved to approve a five year contract with Nelson's Catering to provide catering services and food service for the Child Development Center. Mr. Wesley seconded.

Those members voting aye were Mr. Gray, Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi and Mr. Shackelford. Mr. Reichert abstained from the vote due to a personal conflict of interest. PASSED

**3. Approval of Vending and Beverage Services**

Vice President Vertrees stated a Request for Proposal (RFP) for a new contractor for Vending and Beverage services was published in January 2013, with three proposals received. Mr. Vertrees explained the RFP gave interested vendors an option to bid on vending services for the entire college (including all Regional Educational Centers) and beverage services for Athletic concessions and the Bookstore. The Food Service committee thoroughly evaluated the proposals, rating their quality of service, quality of product, pricing, commissions, marketing, incentives, innovation, experience with similar accounts, overall quality of proposal and adherence to proposal specifications. The Food Service Committee unanimously recommends the following motion:

**MOTION NO. 5-22-13-6:**

Mr. Shackelford moved to approve a five year contract with Canteen Vending to provide vending machine services; and approve a five year contract with Springfield Pepsi-Cola for the beverage services for Athletic concessions and the Bookstore. Mr. Gray seconded.

Those members voting aye were Mr. Gray, Mr. Reichert, Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi and Mr. Shackelford. PASSED

**4. Property, Liability and Casualty Insurance**

In February 2013, a request went out to prospective insurance brokers to submit proposals for property, liability, and casualty insurance coverage for the upcoming fiscal year. Specifications were based on coverage currently provided by the Illinois Community College Risk Management Consortium. Vice President Vertrees stated LLCC received only one proposal and it was from our current provider, the Illinois Community College Risk Management Consortium, which includes a 2.38% cost

## AGENDA ITEM II.A

increase that can be directly attributed to the cost of property insurance, in regard to completion of the Workforce Careers Center. Mr. Vertrees responded to questions from trustees regarding the low number of respondents and RFP components, explaining the type of insurance required by the College is considered a large commercial product with very unique coverage.

### **MOTION NO. 5-22-13-7:**

Mr. Gray moved to accept the proposal for Property, Liability and Casualty Insurance from the Illinois Community College Risk Management Consortium in the amount of \$472,424 and to rescind the Board's earlier decision to withdraw from the Consortium. Mr. Wesley seconded.

Those members voting aye were Mr. Gray, Mr. Reichert, Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi and Mr. Shackelford. PASSED

*E. Information Technology Systems Items - None*

*F. Workforce Development and Community Education Items – None*

*G. Executive Division Items*

#### 1. July 2013 Board Meeting Date Change

Due to scheduling conflicts in July, Dr. Warren proposed moving the regularly scheduled Board of Trustees meeting to July 31, 2013.

### **MOTION NO. 5-22-13-8:**

Mr. Gray moved to approve changing the July 2013 Board of Trustees meeting from July 24, 2013 to July 31, 2013. Mr. Rosenthal seconded.

Those members voting aye were Mr. Gray, Mr. Reichert, Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi and Mr. Shackelford. PASSED

## **IV. Information Items**

*A. Staff Reports*

#### 1. Academic Services – None



<b>AGENDA ITEM II.A</b>
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2. Student Services – None

3. Administrative Services

a. Position Vacancies and Hires

This item was discussed prior to the official start of the Board of Trustees meeting.

b. Construction Progress Update

This item was discussed prior to the official start of the Board of Trustees meeting.

4. Information Technology Systems – None

5. Workforce Development and Community Education - None

6. Executive Division

a. Review of Agenda Master Calendar

This item was discussed prior to the official start of the Board of Trustees meeting.

*B. President's Report*

This item was discussed prior to the official start of the Board of Trustees meeting.

*C. Report from Faculty Senate - None*

*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. Reichert reported as Board Chair he's recently had the opportunity to attend many College functions, particularly noting the Employee Recognition which provides all employees the chance to come together, honoring each other for their contributions. Chairman Reichert also noted how much he enjoyed the incredible LLCC Foundation Gala.

*I. Secretary's Report*

Mr. Wesley stated he attended the May 1, 2013 Lobby Day/Illinois Community College Trustees Association (ICCTA) meeting in Springfield. He stated one item discussed relates to a delay by the City Colleges of Chicago in joining ICCTA, which could create quite an impact if they choose to forgo their membership. Trustee Wesley reported the ICCTA meeting agenda included pension discussion and a possible second dues increase, dependent on the decision made by the City Colleges of Chicago.

*J. Foundation Report*

Ms. Sanders, Executive Director of the LLCC Foundation, reported they held a record breaking Gala on May 4, 2013 raising \$73,000 to support student learning. The Foundation's 2013 L.E.A.G.U.E. employee yearly giving campaign concluded with approximately \$53,000 in pledges. She also reported the LLCC Foundation has received a \$28,000 endowment; an award of \$10,800 from the Susan Cook House Education Trust, and a gift of \$2,500 from Monsanto Corporation's "America's Farmers Grow Communities" program, which originated from an LLCC Alumn, who designated the award to LLCC. Ms. Sanders shared a new LLCC Foundation Logo, created by LLCC's Public Relations and Marketing department. Ms. Sanders stated the new Foundation Logo's timely development will coincide with a major endowment campaign that will kick-off in August.

*K. Other Board Members' Reports - None*

**V. Strategic Discussion**

**A. Honors Program Presentation**

Mr. David Laubersheimer, Honors Program Director and Dr. Claire Gordon, Honors Program Coordinator provided a PowerPoint presentation which provided an overview of the following aspects of the LLCC Honors Program:

- Academic Benefits
- Program Requirements
- The Honors Program Student Organization
- Honors Club Activities
- Application Process, including minimum requirements for admission to the program

**VI. Executive Session**

**MOTION NO. 5-22-13-9:**

Mr. Gray moved to hold an executive session for the purposes of discussing personnel issues, collective bargaining, real estate, student discipline, pending or imminent legal issues. Mr. Shackelford seconded.

Those members voting aye were Mr. Gray, Mr. Reichert, Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi and Mr. Shackelford. PASSED

**VII. Actions from Executive Session**

**MOTION NO. 5-22-13-10:**

Mr. Gray moved to approve the attached employment recommendations. Mr. Shackelford seconded.

Those members voting aye were Mr. Gray, Mr. Reichert, Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi and Mr. Shackelford. PASSED

**VIII. Adjournment**

The meeting adjourned at 7:30 p.m.

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Chairman Reichert

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Secretary Wesley

**AGENDA ITEM II.A****MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Ratification of Out-of-State Travel

**DATE:** May 22, 2013

Name	Meeting	Location	Date	Account	Amount
Marsaglia, John & Women's Softball Team (Approx. 22 students)	Softball District Tournament	Hendersonville, TN	May 9-11, 2013	Team Travel	\$7,415

**AGENDA ITEM II.A****MEMORANDUM****TO:** Members, LLCC Board of Trustees**FROM:** Charlotte J. Warren  
President**SUBJECT:** Approval of Out-of-State Travel**DATE:** May 22, 2013

<b>Name</b>	<b>Meeting</b>	<b>Location</b>	<b>Account</b>	<b>Amount</b>
Frederick, Lesley	Institutional Effectiveness Institute	Washington, DC	Administrative	\$2,070
Hagstrom, Misty	HOW Design Conference	San Francisco, CA	Staff Development	\$2,800
Howerter, Wendy	American Board of Registration of Electroencephalographic and Evoked Potential Technologists / Board Training and National American Society of Electroneurodiagnostic Technologists Education Summit	Reno, NV	Paid for by American Board of Registration of Electroencephalographic and Evoked Potential Technologists	\$0
Humphrey, Tim	National Institute for Staff and Occupational Development International Conference	Austin, TX	Faculty Development	\$2,263
Jaramillo, John Paul	2013 International Latino Book Awards/Book Expo	New York City, NY	Faculty Development and Faculty Allocation	\$3,265
Maskey, Cynthia	National League for Nursing Accrediting Commission Evaluation Review Panel	Atlanta, GA	Paid by National League for Nursing Accrediting Commission	\$0
Reese, Cynthia	National League for Nursing Education Summit	Washington, DC	Staff Development	\$2,024
Sheppard, Wendy	2013 Environmental Systems Research Institute International User Conference	San Diego, CA	Staff Development	\$2,620
Szoke, Jan	Summer Forum-American Association for Respiratory Care	Orlando, FL	Staff Development	\$1,579
Warren, Charlotte	Institutional Effectiveness Institute	Washington, DC	Administrative	\$2,070
Willard, Karen and LLL 108-X01A/B (Approx. 40 Students)	"Grass to Glass" Sustainable & Responsible Dairy Farming	Fair Oaks, IN	Community Education Class Trip	\$1,785*

\*Student Fees

Return to:

C.W.L.P.  
Attn: David Mihelsic  
1008 East Miller Street  
Springfield, IL. 62702

RIGHT OF WAY EASEMENT

KNOW ALL MEN BY THESE PRESENTS, that the Board of Community College District No. 526 and the Board of Junior College District No. 526, a/k/a LLCC Board of Trustees, hereinafter called GRANTOR(S), in consideration of One Dollar (\$1.00) and other good and valuable consideration paid by the CITY OF SPRINGFIELD, an Illinois Municipal Corporation, hereinafter called the GRANTEE, the receipt and sufficiency of which is hereby acknowledged, does hereby grant, bargain, sell, transfer and convey to said GRANTEE, its successors and assigns, a right of way easement for the construction, erection and continued operation, maintenance, repair, alteration, inspection, removal and replacement of electric lines and circuits and telecommunications facilities for distributing and transmitting of electrical energy and/or underground electric distribution and for the distribution and transmission of telecommunications services of the GRANTEE, its lessees, contractors or agents, including but not limited to telephone, video, data, community antenna television (CATV), internet access and wide area networks, on, over, through, across, and under the following described property owned by GRANTOR(S) in Sangamon County, Illinois, to wit:

Part of the East half of the East half of Section 26, Township 15 North, Range 5 West of the 3<sup>rd</sup> Principal Meridian in Sangamon County, Illinois, being more particularly described as follows:

Tract 1:

Beginning at an iron pipe at the center of Section 26, Township 15 North, Range 5 West of the 3<sup>rd</sup> Principal Meridian, thence South 89° 16' 11" East, 1314.41 feet to an iron pipe at the Southwest Corner of the Southeast Quarter of the Northeast Quarter of said Section 26 for the point of beginning.

From said point of beginning South 1° 59' 30" West, along and with the West line of the Northeast Quarter of the Southeast Quarter of said Section 26, 570.00 feet to an iron pin; thence East, 420.00 feet to an iron pin; thence South, 310.00 feet to iron pin; thence East, 655.00 feet to an iron pin; thence North, 433.55 feet to an iron pin; thence North 30° 00' 00" East, 515.12 feet to an iron pipe at the Southeast Corner of the Northeast Quarter of said Section 26; thence continuing North 30° 00' 00" East, 763.46 feet to an iron pin; thence North 89° 44' 19" West, 362.52 feet to an iron pin in the East line of said Section 26; thence continuing North 89° 54' 55" West, 889.42 feet to an iron pin; thence South, 584.21 feet to an iron pin; thence West, 440.00 feet to an iron pin in the West line of the Southeast Quarter of the Northeast Quarter of said Section 26; thence South 1° 49' 40" West, 80.00 feet to the point of beginning, containing 36.88 acres, more or less.

Tract 2:

Beginning at an iron pipe at the center of Section 26, Township 15 North, Range 5 West of the 3rd Principal Meridian, thence South  $89^{\circ} 16' 11''$  East, 1314.41 feet to an iron pipe at the Northwest corner of the Northeast Quarter of the Southeast Quarter of said Section 26; thence South  $1^{\circ} 59' 30''$  West, along and with the West line of the Northeast Quarter of the Southeast Quarter of said Section 26, 570.00 feet to the point of beginning.

From said point of beginning, thence continuing South  $1^{\circ} 59' 30''$  West, 649.84 feet to an iron pin; thence East, 2638.77 feet to an iron pin in the East line of the West half of the Southwest Quarter of said Section 25; thence North  $2^{\circ} 06' 45''$  East, along and with the East line of the West half of the Southwest Quarter of the said Section 25, 132.27 feet to an iron pin; thence South  $87^{\circ} 53' 15''$  East, 187.39 feet to an iron pin; thence North  $2^{\circ} 06' 45''$  East, 146.94 feet to an iron pin; thence South  $87^{\circ} 53' 15''$  East, 187.39 feet to an iron pin in the East line of the West half of the Southwest Quarter of said Section 25; thence North  $2^{\circ} 06' 45''$  East, along and with the East line of the West half of the Southwest Quarter of said Section 25, 934.15 feet to a pipe at the Southeast corner of the Southwest Quarter of the Northwest Quarter of said Section 25, thence South  $89^{\circ} 43' 00''$  East, along and with the East-West centerline of said Section 25, 328.37 feet to an iron pin; thence North  $1^{\circ} 53' 00''$  East, 663.83 feet to an iron pin; thence North  $89^{\circ} 44' 19''$  West, 1296.81 feet to an iron pipe; thence South  $30^{\circ} 00' 00''$  West, 763.46 feet to an iron pipe at the Southeast corner of the Northeast Quarter of said Section 26; thence continuing South  $30^{\circ} 00' 00''$  West, 515.12 feet to an iron pin; thence South, 433.55 feet to an iron pin; thence West, 655.00 feet to an iron pin; thence North, 310.00 feet to an iron pin; thence West, 420.00 feet to the point of beginning, containing 75.73 acres, more or less.

Said easement being described as follows:

Part of the East Half of the Southeast Quarter of Section 26, Township 15 North, Range 5 West of the Third Principal Meridian, Springfield, Sangamon County, Illinois, more particularly described as follows:

Commencing at an iron pin found at the Northwest corner of the West Half of the Southeast Quarter of said Section 26; thence North 87 degrees 38 minutes 09 seconds East on the North line of said West Half, a distance of 1313.84 feet to a point at the Northwest corner of said East Half; thence North 87 degrees 38 minutes 20 seconds East on the North line of said East Half, a distance of 30.01 feet to a point on the East right of way line of Shepard Road; thence South 01 degrees 04 minutes 54 seconds East on said East right of way line, a distance of 394.52 feet to the point of beginning.

Said easement being shown for reference on the drawing marked EXHIBIT "A" attached hereto and made a part hereof.

Together with all right of ingress and egress at all times over and upon said premises necessary for the full and complete use, occupation, and enjoyment of the easement hereby granted, and all rights and privileges incident thereto, including the right from time to time to cut, trim, and remove trees, brush, overhanging branches, and other obstructions which may injure or interfere with the Grantee's use, occupation, or enjoyment of this easement and the operation, maintenance and repair of Grantee's electrical and telecommunications systems.

1. No building or structure shall be placed by Grantor(s), their personal representatives and assigns on said Right of Way Easement without the written consent of the Grantee.

2. In the event the same is disturbed by exercise of any of the rights herein granted, the Grantee shall restore the surface of any part of the property herein described to its grade and re-establish grass by seeding on any areas used as lawn and disturbed by such exercise.

3. The Grantee shall make all reasonable efforts to preserve any trees, shrubbery or other items of landscaping which the Grantor(s) desires to preserve, during construction, but the Grantee shall have the right to remove without obligation to replace trees and shrubbery within the area covered by the Easement where such removal is reasonably necessary in the economical use of the Easement.

IN WITNESS WHEREOF, said Grantor, ~~SPRINGFIELD METRO SANITARY DISTRICT~~, has caused its name to be signed to these presents this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2013.

LLCC Board of Trustees

By: \_\_\_\_\_

ATTEST:\_\_\_\_\_

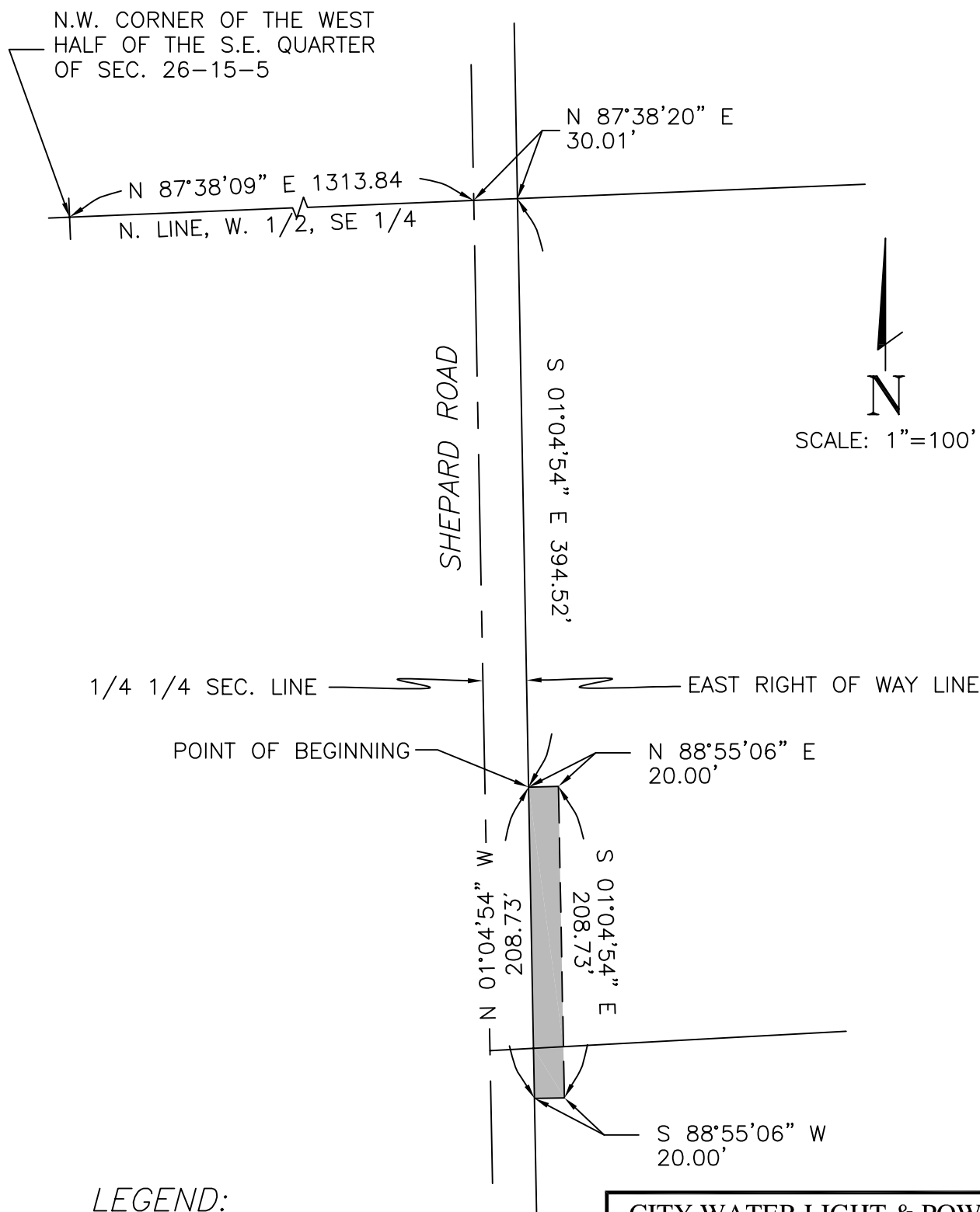
STATE OF ILLINOIS )  
 ) SS  
COUNTY OF SANGAMON )



(Notary Public)

(Notary Public)

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CITY WATER LIGHT & POWER SPRINGFIELD, ILLINOIS
EXHIBIT "A"
EASEMENT

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Employment Recommendations

**DATE:** May 22, 2013

We recommend the following personnel actions:

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**FACULTY**

- A. Approve the employment, pending the successful outcome of the criminal background check and drug screen, of Mr. Colin Suchland as Sociology Instructor. Mr. Suchland obtained his Master's degree in Sociology from the University of Missouri-Columbia and his Bachelors in Communication/Journalism from Culver-Stockton College. His employment would be effective August 22, 2013 and placement would be on Column Masters+45, Step 5 of the 2013-14 faculty schedule. A copy of Mr. Suchland's curriculum vitae is attached.
- B. Approve the employment, pending the successful outcome of the criminal background check and drug screen, of Mr. Michael Meyers as Respiratory Care Instructor. Mr. Meyers obtained his Associate in Applied Science from Lincoln Land Community College and has been the Clinical Education Coordinator of the respiratory care program at St. John's Hospital since 1987. His employment would be effective August 22, 2013 and placement would be on Column Associates, Step 13 of the 2013-14 faculty schedule. A copy of Mr. Meyers' resume is attached.
- C. Approve the employment, pending the successful outcome of the criminal background check and drug screen, of Mr. Anthony Tate as a one-year, temporary Biology Instructor. Mr. Tate obtained his Master's degree in Plant Biology from Southern Illinois University-Carbondale and his Bachelors in Biological Sciences from Eastern Illinois University. His employment would be effective August 22, 2013 and placement would be on Column Masters+30, Step 3 of the 2013-14 faculty schedule. A copy of Mr. Tate's curriculum vitae is attached.

## **ADMINISTRATIVE**

### **A. Retirements**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>EFFECTIVE DATE</u></b>
Mark Kother	Director, Facilities	Facilities Services	06/30/13

- B. Approve the employment, pending the successful outcome of the criminal background check and drug screen, of Ms. Jan Szoke as Program Director, Respiratory Care. Ms. Szoke earned a BA in Liberal Arts from the University of Illinois Springfield. She most recently was the Director of the Respiratory Care Program at St. John's Hospital. Her employment will be effective July 1, 2013, and placement will be on Salary Grade K. A copy of her resume is attached.

## **PROPOSED TERMINATION**

Pursuant to the attached letter, which served as a "Notice of Proposed Termination", delivered by certified mail to Mr. Hammond on May 9, 2013, I am recommending his termination. The attached letter documents the reasons for proposing termination.