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***LLCC Board of Trustees Regular Meeting***

***April 26, 2023***

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Ken Elmore, Chair

Gordon Gates, Vice Chair

Samantha Raymond, Secretary

Vicki Davis

Jeff Fulgenzi

Mark Holaway

Wayne Rosenthal

Giles Harris-Patel, Student Trustee

Charlotte Warren, President

**BOARD OF TRUSTEES  
LINCOLN LAND COMMUNITY COLLEGE  
ILLINOIS COMMUNITY COLLEGE DISTRICT #526  
AGENDA  
REGULAR MEETING**

Wednesday, April 26, 2023  
5:15 P.M.  
Lincoln Land Community College  
Robert H. Stephens Room

**I. Preliminary Matters**

- A. Roll Call
- B. Pledge of Allegiance
- C. Certify Results of April 4, 2023 Election
- D. Introductions and Recognitions
- E. Seating of Trustees and Oath of Office
- F. Board Organization and Election of Officers (ACTION)
- G. Adoption of Agenda of the April 26, 2023 Meeting
- H. Hearing of Citizens

**II. Consent Agenda**

- A. Approval of Minutes of the Regular Meeting of March 22, 2023
- B. Ratify Payment of All Cash Disbursements for March and the March 31, 2023 Treasurer's Report
- C. Out-of-State Travel
  - 1. Ratification of Out-of-State Travel
  - 2. Approval of Out-of-State Travel
- D. Budget/Financial Items
- E. Purchasing
  - 1. Moving Services
  - 2. Diesel Technology Tractor
  - 3. Diesel Technology Track Loader
  - 4. Dell Network Switches
- F. Contracts/Agreements
  - 1. Monthly Training Contract/Clinical Agreement Status Report
  - 2. Renewal of Fire Alarm Contracts
  - 3. Five-Year Watermark Curriculum Strategy and Course Evaluations
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
  - 1. Door Access & Security Alarm Upgrades – Contractor Recommendation
  - 2. Sangamon Hall Dust Collection & Gas Safety – Contractor Recommendation

**III. Action Agenda**

- A. Policies

1. Revision to Board Policy 4.14 – Grade Review
- B. Academic Services Division Items
- C. Student Services Division Items
- D. Administrative Services Division Items
  1. Health Insurance Rates for FY24
  2. Electrical Distribution Lineman - Additional Course Fees
- E. Information Technology Items
- F. Executive Division Items

#### **IV. Information Items**

- A. Staff Reports
  1. Academic Services
  2. Student Services
  3. Administrative Services
    - a. Position Vacancies and Hires
    - b. Construction Progress Update
    - c. Quarterly Budget Transfer Report
    - d. Monthly Financial Report
  4. Information Technology
  5. Advancement Office
  6. Executive Division
    - a. Review of Agenda Master Calendar
- B. President's Report
- C. Report from Faculty Senate
- D. Report from Faculty Association
- E. Report from Professional Staff
- F. Report from Facilities Services Council
- G. Chairman's Report
- H. Secretary's Report
- I. Foundation Report
- J. Other Board Members' Reports

#### **V. Strategic Discussion**

- A. West Lake Nature Grove

#### **VI. Executive Session**

- A. Personnel Matters
- B. Pending/Imminent Legal Matters

#### **VII. Actions from Open/Executive Session**

- A. Approval of Personnel Matters

#### **VIII. Adjournment**

***I. Preliminary Matters***

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Certify Results of April 4, 2023, Election

**DATE:** April 26, 2023

The tabulation of votes cast for Lincoln Land Community College Board of Trustee candidates for Trustee Districts 1, 2, 3, 4, 5, 6, and 7, in the April 4, 2023, election, as submitted by the applicable county election authorities, has been completed. A summary tabulation by county and candidate along with an analysis by precinct and candidate within each Trustee District is on file in the office of the Vice President of Administrative Services.

After review of the results, the following motion would be appropriate.

**MOTION:** Move to proclaim that a total of 49,194 voters requested and received ballots for the consolidated election for seven members of the Lincoln Land Community College Board of Trustees for Trustee Districts 1, 2, 3, 4, 5, 6, and 7 held on April 4, 2023, and certify that Samantha Raymond from Trustee District 1 received 3,855 votes for a six-year term, Victoria “Vicki” Davis from Trustee District 2 received 6,600 votes for a six-year term, Gordon W. Gates from Trustee District 3 received 5,044 votes for a four-year term, Wayne Rosenthal from Trustee District 4 received 3,984 votes for a six-year term, Jeff Fulgenzi from Trustee District 5 received 5,839 votes for a four-year term, Mark A. Holaway from Trustee District 6 received 3,125 votes for a four-year term, and Kenneth B. Elmore from Trustee District 7 received 3,869 votes for a four-year term.

**AGENDA ITEM I.F**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Board Organization and Election of Officers

**DATE:** April 26, 2023

Board reorganization includes election of the following officers:

*Chair* – The Chair presides at all meetings, rules on questions of order and performs such other duties as are imposed by law or Board action. The Chair or Chair’s designee signs district contracts and other official documents.

*Vice Chair* – The Vice Chair performs the duties of the Chair in the Chair’s absence.

*Secretary* – The Secretary is responsible for maintaining an accurate record of Board proceedings and Board correspondence and for overseeing elections as required by the Illinois Public Community College Act and the Illinois Election Code. The Secretary is also responsible for notices required from time-to-time to conduct business of the district.

After voting, it is appropriate for the newly elected Chair to assume their seat.

***II. Consent Agenda***

**AGENDA ITEM II.B**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Ratify Payments of All Cash Disbursements for March and the  
March Treasurer's Report

**DATE:** April 26, 2023

In accordance with Lincoln Land Community College Board of Trustees Policy 6.1, the following items are available in the President's Office and Vice President, Administrative Services Office for your review and subsequent action:

- A. The Cash Disbursement Register including the Check Register of bi-monthly accounts payable checks, E-commerce refunds, ACH and Wire transactions issued during March, 2023, (payments for purchase order payments, equipment, supplies, lease payments, maintenance agreements, travel in accordance with the Local Government Travel Expense Control Act, employee reimbursements, membership dues, subscriptions, club vouchers, medical claim payments, pre-paid purchase orders, and time sensitive payment due dates – generally, items included under Board Policy 6.6).
- B. The Treasurer's Report for the month ending March 31, 2023.

**MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during March 2023, and ratify the March 31, 2023, Treasurer's Report.**

**AGENDA ITEM II.C.2**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

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

**DATE:** April 26, 2023

| <b>Name</b>                | <b>Meeting</b>  | <b>Location</b>  | <b>Purpose</b>           | <b>Amount</b> |
|----------------------------|---|------------------|--------------------------|---------------|
| Constant, Marlana          | Professional Learning Institute                           | Portland, OR     | Professional Development | \$3,175       |
| Watkins, Danyle            | Professional Learning Institute                           | Portland, OR     | Professional Development | \$3,205       |
| Neilson, Ann               | International Foundation for Sonography & Ed. Research    | Fort Worth, TX   | Professional Development | \$1,771       |
| Giles-Brown, Leigh         | International Foundation for Sonography & Ed. Research    | Fort Worth, TX   | Professional Development | \$1,861       |
| Alexander, Kim             | 2023 AHEAD Equity & Excellence Conference                 | Portland, OR     | Professional Development | \$4,183       |
| Craigmiles-Brooks, Lindsey | International Association of Administrative Professionals | Orlando, FL      | Professional Development | \$3,781       |
| Shanle, Erin               | Society for Nutrition Education and Behavior Conference   | Washington, D.C. | Professional Development | \$2,465       |
| Watkins, Adam              | Assessment in Higher Learning Conference                  | Manchester, UK   | Professional Development | \$2,997       |
| Warren, Charlotte          | AACC Presidents Academy                                   | Toronto, Canada  | Professional Development | \$3,800       |

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Moving Services

**DATE:** April 26, 2023

The College issued an invitation to bid for moving services to assist in the many upcoming renovation and construction projects the College has scheduled. The contract will have an initial term that expires on December 31, 2025, and an optional two-year renewal period. The contract was bid on an hourly time and material basis. Below is a summary of the bidders and their prices.

| Bidder   | Journeyman/Hour | Foreman/Hour    |
|--|-----------------|-----------------|
| <b>Hillier Moving and Storage</b><br>Springfield, IL | <b>\$96.00</b>  | <b>\$101.00</b> |
| Ace World Wide<br>Bloomington, IL                    | \$98.98         | \$100.23        |
| Two Men and a Truck<br>Springfield, IL               | \$115.00        | \$119.41        |

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Wednesday, February 22, 2023, edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to: Underfanger, Springfield; Dopson Trucking, Bloomington.

**Budget Impact:**

Total Funds Requested: \$50,000  
 Source of Funds: Operating Funds  
 Projected Revenue: N/A  
 Projected Savings: N/A

**Student Learning Impact:**

**How will proposed agenda item impact student learning?**  
 N/A

How will proposed agenda item be measured?

N/A

**MOTION: Move to approve a purchase order to Hillier Moving and Storage for moving services at the total estimated cost of \$50,000 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2023-10.**

**AGENDA ITEM II.E.2**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Diesel Technology Tractor

**DATE:** April 26, 2023

The College issued a Request for Proposal (RFP) for a diesel tractor that will be utilized in the new Diesel Technology program. The RFP committee sought to balance academic and classroom teaching needs with financial value for the College. Below is a summary of the offerings and prices from vendors, ordered in the RFP review committee's purchase preference.

| Bidder   | Make/Model                      | Price           |
|--|---------------------------------|-----------------|
| <b>CIT Trucks</b><br>Springfield, IL                     | <b>2019 Peterbilt 579</b>       | <b>\$70,350</b> |
| Centre State International<br>Trucks<br>Jacksonville, IL | 2016 International Prostar Plus | \$59,350        |
| CIT Trucks   | 2018 Volvo VNL300               | \$72,950        |
| CIT Trucks   | 2020 Kenworth T680              | \$93,450        |

The RFP review committee chose the 2019 Peterbilt 579, despite the higher price, because it is three model years newer and has more up to date emission control features that students will more frequently encounter in the workplace.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Wednesday, February 22, 2023 edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to: Arrow Trailer and Equipment Company, Springfield; Chicago Trailer Pool Corp, Elgin; Fleetco Inc, Nashville, TN; ILOCA Services, Aurora; Jim Hawk Truck Trailers, Morton; Pace Trailer Sales and Service, Byron Center, MI; Quality Trailer Sales, Morton; Quincy Mac Sales and Service, Quincy; Rush Truck Centers of Springfield, Springfield; Springfield Tractor and Trailer, Springfield; Tri-State International, Murray, KY; Truck Centers, Inc.,

Springfield; Gateway Dealer Network/Bobcat of Springfield, Springfield; Ryder Trucks, Springfield; Roland Machinery, Springfield; Altorfer Cat, Springfield; United Rentals, Springfield; Jenner Ag, Taylorville; Altorfer Ag Products, Clinton.

Our solicitation was also sent to the following trade groups: Associated Equipment Dealers Foundation and the American Rental Association.

**Budget Impact:**

|                        |                         |
|------------------------|-------------------------|
| Total Funds Requested: | \$70,350                |
| Source of Funds:       | Workforce FFE / Perkins |
| Projected Revenue:     | N/A                     |
| Projected Savings:     | N/A                     |

**Student Learning Impact:**

**How will proposed agenda item impact student learning?**

Students in the Diesel Technology program will have access to this truck and will be provided a hands-on learning experience that supplements their classroom learning.

**How will proposed agenda item be measured?**

N/A

|                |   |
|----------------|---|
| <b>MOTION:</b> | <b>Move to approve the purchase of the 2019 Peterbilt 579 at the total estimated cost of \$70,350 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2023-11.</b> |
|----------------|---|

**AGENDA ITEM II.E.3**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees  
**FROM:** Charlotte J. Warren  
President  
**SUBJECT:** Diesel Technology Track Loader  
**DATE:** April 26, 2023

The College issued a Request for Proposal (RFP) for a track loader that will be utilized in the new Diesel Technology program. The RFP committee sought to balance academic and classroom teaching needs with financial value for the College. Below is a summary of the offerings and prices from vendors, ordered in the RFP review committee’s purchase preference.

| Bidder  | Make/Model              | Price           |
|---|-------------------------|-----------------|
| <b>Beard Implement Company</b><br>Ashland, IL | <b>New Holland C332</b> | <b>\$66,750</b> |
| Bobcat of Springfield                         | T66 T4                  | \$72,670        |
| Luby Equipment<br>Springfield, IL             | Takuchi TL12R2          | \$83,000        |
| Bobcat of Springfield                         | T770                    | \$88,539        |
| Sloan Implement Company<br>Taylorville, IL    | Deere 333G              | \$95,900        |

The RFP review committee chose the New Holland C332 model offered by Beard Implement Company because it is the most complete machine that meets our classroom needs and offers the lowest price.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Wednesday, February 22, 2023, edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to: Arrow Trailer and Equipment Company, Springfield; Chicago Trailer Pool Corp, Elgin; Fleetco Inc., Nashville, TN; ILOCA Services, Aurora; Jim Hawk Truck Trailers, Morton; Pace Trailer Sales and Service, Byron Center, MI; Quality Trailer Sales, Morton; Quincy Mac Sales and Service, Quincy; Rush Truck Centers of Springfield, Springfield; Springfield Tractor

and Trailer, Springfield; Tri-State International, Murray, KY; Truck Centers, Inc., Springfield Gateway Dealer Network/Bobcat of Springfield, Springfield; Ryder Trucks, Springfield; Roland Machinery, Springfield; Altorfer Cat, Springfield; United Rentals, Springfield; Jenner Ag, Taylorville; Altorfer Ag Products, Clinton.

Our solicitation was also sent to the following trade groups: Associated Equipment Dealers Foundation and the American Rental Association.

**Budget Impact:**

|                        |                         |
|------------------------|-------------------------|
| Total Funds Requested: | \$66,750                |
| Source of Funds:       | Workforce FFE / Perkins |
| Projected Revenue:     | N/A                     |
| Projected Savings:     | N/A                     |

**Student Learning Impact:**

**How will proposed agenda item impact student learning?**

Students in the Diesel Technology program will have access to this loader and will be provided a hands-on learning experience that will supplement their classroom learning.

**How will proposed agenda item be measured?**

N/A

|                |  |
|----------------|--|
| <b>MOTION:</b> | <b>Move to approve the purchase of the New Holland C332 track loader at the total estimated cost of \$66,750 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2023-12.</b> |
|----------------|--|

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Dell Network Switches

**DATE:** April 26, 2023

Board approval is requested for the purchase of 38 Dell network switches, 500 Cat6 patch cables, 500 Jack modules, and 50 fiber SFP transceivers from CXtec in the total amount of \$150,620.00.

| Device                 | Qty. | Unit Cost   | Total                |
|------------------------|------|-------------|----------------------|
| Dell N2048P            | 10   | \$ 1,375.00 | \$ 13,750.00         |
| Dell N2248P            | 28   | \$ 4,495.00 | \$ 125,860.00        |
| 7Ft Cat6 Cable         | 500  | \$ 4.85     | \$ 2,425.00          |
| Jack Modules           | 500  | \$ 7.17     | \$ 3,585.00          |
| Fiber SFP Transceivers | 50   | \$ 100.00   | \$ 5,000.00          |
| <b>TOTAL</b>           |      |             | <b>\$ 150,620.00</b> |

**Budget Impact:**

Total Funds Requested: \$150,620  
 Source of Funds: HEERF  
 Projected Revenue: N/A  
 Projected Savings: N/A

**Student Learning Impact:**

**How will proposed agenda item impact student learning?**

Purchasing the switch for network infrastructure will provide students with critical online teaching and learning services.

**How will proposed agenda item be measured?**

The college will be able to continue to use online technology for the smooth operation of the institution, and to improve learning.

**MOTION:** Move to approve the purchase of 38 Dell network switches, 500 Cat6 patch cables, 500 Jack modules, and 50 fiber SFP transceivers from CXtec in the total amount of \$150,620.

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Monthly Training Contract/Clinical Agreement Status Report

**DATE:** April 26, 2023

The following is the current Training Contract/Clinical Agreement Status Report for LLCC.

The Applied and Emerging Technologies Department seeks approval to enter into a cooperative agreement with the Association of Illinois Electric Cooperatives. The AIEC will provide lineman instruction to students enrolled in the program at LLCC.

**MOTION: Move to approve the cooperative agreement with the Association of Illinois Electric Cooperatives.**

**CLINICAL SITE, AFFILIATION, ARTICULATION, & TRAINING AGREEMENTS**

| <b>Contract Title</b>   | <b>Brief Description</b>  | <b>Contractor</b>                                    | <b>LLCC Dept / Program</b>                            | <b>Term</b>                               |
|---|---|--|---|---|
| <p>Cooperative Agreement with the Association of Illinois Electric Cooperatives</p> | <p>The Applied and Emerging Technologies Department seeks approval to enter into a cooperative agreement with the Association of Illinois Electric Cooperatives. The AIEC will provide lineman instruction to students enrolled in the program at LLCC.</p> | <p>Association of Illinois Electric Cooperatives</p> | <p>Applied and Emerging Technologies/<br/>Lineman</p> | <p>July 1, 2023 through June 30, 2024</p> |

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees  
**FROM:** Charlotte J. Warren  
President  
**SUBJECT:** Renewal of Fire Alarm Contracts  
**DATE:** April 26, 2023

Johnson Controls/Simplex provides the monitoring and servicing for the majority of our Fire Alarm Systems at the Main Campus as well as the Outreach Centers. The total for renewal and service for these buildings for Fiscal Year 2024 is \$54,871.21.

**Budget Impact:**

|                        |   |
|------------------------|---|
| Total Funds Requested: | \$54,871.21                                 |
| Source of Funds:       | Liability, Protection, and Settlement Funds |
| Projected Revenue:     | N/A   |
| Projected Savings:     | N/A   |

**Student Learning Impact:**

**How will proposed agenda item impact student learning?**

By improving the physical environment in which instruction, study and leisure activities take place.

**How will proposed agenda item be measured?**

This project will be measured first by completion within the predetermined budget and time allotted for completion, and then by the satisfaction of the users and stakeholders.

**MOTION: Move to approve the expenditure of \$54,871.21 to Johnson Controls/Simplex for fire alarm system monitoring and servicing.**

**AGENDA ITEM II.F.3**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Five-Year Watermark Curriculum Strategy and Course Evaluations Contract

**DATE:** April 26, 2023

Board approval is requested for a five-year subscription and support services contract for the Watermark Curriculum Strategy and Course Evaluations System in the amount of \$86,429.22. Watermark Curriculum Strategy solution helps connect the college curriculum to outcome-based education strategies while streamlining collaboration with an intuitive workflow. Watermark Course Evaluations & Surveys simplifies the course evaluation process and quickly converts feedback and results from student surveys into actionable next steps.

A five-year contract offers a discounted annual escalation rate of 3%, yielding savings of \$4,768.01 over the life of the contract when compared to the three-year contract option.

| <b>Contract Term</b> | <b>Three-Year</b> | <b>Five-Year</b> | <b>Savings</b> |
|----------------------|-------------------|------------------|----------------|
| Escalation Rate      | 5%                | 3%               | -              |
| 2023                 | \$ 16,504.40      | \$ 16,279.34     | \$ 225.06      |
| 2024                 | \$ 17,329.62      | \$ 16,767.72     | \$ 561.90      |
| 2025                 | \$ 18,196.10      | \$ 17,270.75     | \$ 925.35      |
| 2026                 | \$ 19,105.91      | \$ 17,788.87     | \$ 1,317.04    |
| 2027                 | \$ 20,061.20      | \$ 18,322.54     | \$ 1,738.66    |
| Total                | \$ 91,197.23      | \$ 86,429.23     | \$ 4,768.01    |

**Budget Impact:**  
Total Funds Requested: \$86,429.23  
Source of Funds: Operating Fund  
Projected Revenue: N/A  
Projected Savings: \$4,768.01

**Student Learning Impact:**  
**How will proposed agenda item impact student learning?**

An accurate catalog that utilizes an efficient curriculum process ensures students understand and are appropriately advised regarding the requirements of their degree or certificate program. Through the Course Evaluations and Surveys platform, the college can complete student course evaluations.

**How will proposed agenda item be measured?**

Accuracy and currency of the curriculum and the college catalog and by completion of student course evaluations.

**MOTION: Move to approve the five-year subscription and support services contract for the Watermark Curriculum Strategy and Course Evaluations System in the total amount of \$86,429.23.**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Monthly Grant Status Report

**DATE:** April 26, 2023

Attached is the current Grant Status Report for LLCC. It includes all grant requests submitted and accepted during the month of April. It also includes a brief description of the purpose for which the funding is, or has been, solicited.

The Adult Education Department seeks ratification for the application for the FY2024 Illinois Secretary of State Adult Volunteer Literacy Grant. If awarded, funds will support Adult Education Programming to students throughout the LLCC District.

The Construction and EHS Department has been awarded the FY2023 Community Project Funding Grant through the US Department of Housing and Urban Development. These funds will be used to expand the Truck Driver Training Lot on the LLCC Main Campus.

The Truck Driver Training Program seeks ratification for the application for the Commercial Motor Vehicle Operator Safety Program Grant through the US Department of Transportation. If awarded, funding will be used to support tuition for 25 truck driver training students.

**MOTION:** Move to ratify the application for the FY2024 Illinois Secretary of State Adult Volunteer Literacy Grant in the amount of \$65,538, the award of the FY2023 Community Project Funding Grant in the amount of \$1,118,000 and the application for the Commercial Motor Vehicle Operator Safety Program Grant in the amount of \$112,500.

**GRANT REPORT  
APRIL 2023**

| Grant Title   | Brief Description   | Grantor  | LLCC Department / Program | LLCC Total Monetary Request | LLCC Match | Submitted | Term                                       |
|---|---|--|---------------------------|-----------------------------|------------|-----------|--|
| FY2024 Illinois Secretary of State Adult Volunteer Literacy Grant | The Adult Education Department seeks ratification for the application for the FY2024 Illinois Secretary of State Adult Volunteer Literacy Grant. If awarded, funds will support Adult Education Programming to students throughout the LLCC District.                           | Illinois Secretary of State                    | Adult Education           | \$65,538                    | \$0        | Yes       | July 1, 2023 through June 30, 2024         |
| FY2023 Community Project Funding Grant                            | The Construction and EHS Department has been awarded the FY2023 Community Project Funding Grant through the US Department of Housing and Urban Development. These funds will be used to expand the Truck Driver Training Lot on the LLCC Main Campus.                           | US Department of Housing and Urban Development | Construction and EHS      | \$1,118,000                 | \$0        | Yes       | December 29, 2022 through August 31, 2031  |
| Commercial Motor Vehicle Operator Safety Program Grant            | The Truck Driver Training Program seeks ratification for the application for the Commercial Motor Vehicle Operator Safety Program Grant through the US Department of Transportation. If awarded, funding will be used to support tuition for 25 truck driver training students. | US Department of Transportation                | Truck Driver Training     | \$112,500                   | \$0        | Yes       | October 1, 2023 through September 30, 2025 |
| <b>TOTAL</b>  |   |  |                           | \$1,296,038                 | \$0        |           |  |

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Door Access & Security Alarm Upgrades – Contractor Recommendation

**DATE:** April 26, 2023

Sealed proposals were requested for the Door Access & Security Alarm Upgrades Project and were received at the Construction Manager’s Office on March 21st. The scope of the project includes installing secure access to server room to record activity and restrict access, to secure access to President’s Suite including camera, remote door operation and installing exterior door access control and upgrading the security alarm system at the Medical District.

A tabulation of those proposals are as follows:

| <b>Contractor</b>                          | <b>Base Bid</b> |
|--|-----------------|
| Senery Electric, Inc.<br>Williamsville, IL | \$80,665        |

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Sunday, March 5, 2023, edition of the State Journal Register.

The lowest responsive bid is within the project budget approved at the October 2022 Board meeting.

**Budget Impact:**

Total Funds Requested: \$88,665  
(\$80,665 Bid Amount + \$8,000 Contingency)

Source of Funds: Protection, Health, and Safety

Projected Revenue: N/A

Projected Savings: N/A

**Student Learning Impact:**

**How will proposed agenda item impact student learning?**

By improving the physical environment in which instruction, study, administrative and leisure activities take place.

**How will proposed agenda item be measured?**

This project is measured first by completion within the predetermined budget and time allotted for completion, and then by the satisfaction of the users and stakeholders.

**MOTION: Move to approve the base bid in the amount of \$80,665, from Senergy Electric, Inc. and to establish a project contingency in the amount of \$8,000, for an aggregate amount of \$88,665 to complete the Door Access & Security Alarm Upgrades Project at LLCC's Main Campus and Medical District.**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Sangamon Hall Dust Collection & Gas Safety – Contractor Recommendation

**DATE:** April 26, 2023

Sealed proposals were requested for the Sangamon Hall Dust Collection & Gas Safety Project and were received at the Construction Manager’s Office on April 4th. The scope of the project includes installing a dust collection system and gas safety shut off valve to meet code requirements in art classrooms on the lower level of Sangamon Hall.

A tabulation of those proposals are as follows:

| <b>Contractor</b>                          | <b>Base Bid</b>  |
|--|------------------|
| E.L. Pruitt Company<br>Springfield, IL     | \$171,898        |
| Henson Robinson Company<br>Springfield, IL | \$188,160        |
| <b>King-Lar Company<br/>Decatur, IL</b>    | <b>\$154,300</b> |

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Sunday, March 19, 2023, edition of the State Journal Register.

The lowest responsive bid is within the project budget approved at the October 2022 Board meeting.

**Budget Impact:**

Total Funds Requested: \$169,800  
(\$154,300 Bid Amount + \$15,500 Contingency)

Source of Funds: Protection, Health, and Safety

Projected Revenue: N/A

Projected Savings: N/A

**Student Learning Impact:**

**How will proposed agenda item impact student learning?**

By improving the physical environment in which instruction, study, administrative and leisure activities take place.

**How will proposed agenda item be measured?**

This project is measured first by completion within the predetermined budget and time allotted for completion, and then by the satisfaction of the users and stakeholders.

**MOTION: Move to approve the base bid in the amount of \$154,300, from King-Lar Company and to establish a project contingency in the amount of \$15,500, for an aggregate amount of \$169,800 to complete the Sangamon Hall Dust Collection & Gas Safety Project at LLCC's Main Campus.**

### ***III. Action Agenda***

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees  
**FROM:** Charlotte J. Warren  
President  
**SUBJECT:** Revision to Board Policy 4.14 – Grade Review  
**DATE:** April 26, 2023

The following is a proposed change to Board Policy 4.14 – Grade Review

*Policy Statement:*

*Any student who feels that a final grade has been unfairly or inappropriately assigned may request a grade review. Every effort should be made to resolve the issue informally before pursuing the formal grade review process. This procedure is not intended for reviewing the professional judgment of faculty regarding the assessment of the quality of work of their students and shall not abridge, circumvent, nor diminish academic freedom in any way. **This policy does not apply to administrative withdrawal grades that are given at the state and federal reporting deadlines.***

*Reviews are appropriately claimed, but not limited to, allegations such as the following:*

- 1. Assignment of grades on the basis of factors or by methods not stipulated in the course syllabus;*
- 2. errors in the calculation or recording of course grades;*
- 3. inconsistency in the assignment of course grades; and*
- 4. assignment of grades on the basis of factors unrelated to academic performance or quality of work in a course.*

This change was presented last month for a first reading and is submitted for Board approval this evening.

**MOTION: Move to approve revisions to Board Policy 4.14 – Grade Review.**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Health Insurance Rates for FY2024

**DATE:** April 26, 2023

In March, the insurance committee reviewed the claims status of the current plan year and the forecasted costs for FY2024 for health insurance as determined by the College's insurance consultant, Cottingham & Butler. Overall, the current plan year claims are much higher than expected. There are 15 large claimants, three of which have claims exceeding the \$100,000 stop loss insurance deductible. Two of the large claimants were lased by the stop loss insurance carrier and have higher individual stop loss deductibles, which has not yet been met for either claimant. Overall, the 15 large claimants make up 45% of all claims paid to date. After considering all information that was available, the six voting members of the committee came to consensus on one minor plan design change and the resulting increase in premiums. Based on the provided information and the committee and consultant's feedback, the following is being recommended:

- Continue to offer the High Deductible Plan accompanied by a Health Savings Account conforming to IRS qualifying regulations with no changes in plan design.
- Continue to offer the Open Access Plan with a change to the specialty Rx tier under the prescription drug benefit. The employee out-of-pocket for specialty medications will change from a \$200 co-pay to 30% co-insurance. This change will be coupled with the introduction of a specialty drug program that an employee can voluntarily enroll in and reduce their out-of-pocket expenses to as low as \$0. The 30% co-insurance will only apply to employees who do not opt to enroll in the program.

The following are recommendations of administration and the insurance consultant:

- Maintain the Board contribution toward health insurance of 95% of employee only premium and 75% of premiums for dependent coverage tiers.
- Increase Open Access Plan premiums by 8% resulting in the premium changes below.

| Current             |         | Employee Share | Employer Share | FY2024              |         | Employee Share | Employer Share |
|---------------------|---------|----------------|----------------|---------------------|---------|----------------|----------------|
| Employee Only       | \$1,075 | \$53.74        | \$1,021.26     | Employee Only       | \$1,161 | \$58.00        | \$1,103.00     |
| Employee + Spouse   | \$1,819 | \$454.72       | \$1,364.28     | Employee + Spouse   | \$1,965 | \$491.20       | \$1,473.80     |
| Employee + Children | \$1,647 | \$411.72       | \$1,235.28     | Employee + Children | \$1,779 | \$444.70       | \$1,334.30     |
| Employee + Family   | \$2,782 | \$695.52       | \$2,086.48     | Employee + Family   | \$3,005 | \$751.20       | \$2,253.80     |

- Increase High Deductible Plan premiums by 8% resulting in the premium changes below.

| Current             |         | Employee Share | Employer Share | FY2024              |         | Employee Share | Employer Share |
|---------------------|---------|----------------|----------------|---------------------|---------|----------------|----------------|
| Employee Only       | \$732   | \$36.60        | \$695.40       | Employee Only       | \$791   | \$39.50        | \$751.50       |
| Employee + Spouse   | \$1,320 | \$330.02       | \$989.98       | Employee + Spouse   | \$1,426 | \$356.50       | \$1,069.50     |
| Employee + Children | \$1,195 | \$298.84       | \$896.16       | Employee + Children | \$1,291 | \$322.70       | \$968.30       |
| Employee + Family   | \$2,098 | \$524.60       | \$1,573.40     | Employee + Family   | \$2,266 | \$566.50       | \$1,699.50     |

- Set the annual Board contribution to an employee’s Health Savings Account for those electing the High Deductible Plan at \$3,000.
- Establish the monthly Board contribution toward dental insurance equal to the premium set for employee only coverage. This premium will remain the same as plan year 2023.

The projected health insurance premiums are expected to generate sufficient revenue to pay expected claims, stop loss insurance and third-party administrative fees as determined by Cottingham & Butler given past claims experience, including the current year and previous two plan years, and current healthcare inflation of 6-8%.

I would like to take the opportunity to thank the members of the insurance committee for their due diligence in this process. Voting members of the committee are Samuel Barbour, Lyndsey Craigmiles-Brooks, Stephanie Cummings, Don Hohimer, Christie Hovey, Nicole Ralph. Advisory members of the committee are Stacy Bond, Esteban Cruz, Bryan Gleckler and Kirsten Taylor.

It is my recommendation that we support the work and resulting recommendations presented.

**MOTION:        Move to approve the insurance recommendations as presented.**

**AGENDA ITEM III.D.2**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Electrical Distribution Lineman - Additional Course Fees

**DATE:** April 26, 2023

The current electrical distribution lineman program utilizes additional course fees to cover the cost of instruction charged to LLCC from AIEC (Association of Illinois Electric Cooperatives). New courses for this program have been approved through the LLCC curriculum process and by ICCB, and we recommend the following fees for each course.

Electrical Distribution Lineman courses (EDL) utilize course fees. Classes with 1.5 credit hours need a course fee of \$384. Classes with 3 credit hours need a course fee of \$768. These course fee rates are consistent with the already established per credit hour rates for the EDL program.

I recommend your approval of the following motion to implement these additional course fees beginning with the fall 2023 term.

**MOTION: Move to approve the new course fees of \$384 for a 1.5 credit hour course and \$768 for a 3-credit hour course for EDL courses beginning with the fall 2023 term.**

***IV. Information Items***

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Position Vacancies and Hires

**DATE:** April 26, 2023

**POSITION VACANCIES**

**Classified**

Enrollment Services Representative (FT)

**Professional**

Academic Success Professional (FT)  
 Application Developer I (FT)  
 Nursing Retention Specialist (FT)  
 Network Administrator (FT)  
 Research & Analytics Associate I (FT)  
 Student Success Coach I - 2 (FT)

**Administrator**

Director, Faculty Development (FT)  
 Program Director, Industrial Maintenance and Electrical (FT)  
 Program Director, Respiratory Care (FT)

**Faculty**

Basic Nurse Assistant Instructor  
 Biology Instructor  
 Integrated Media Design Instructor

**HIRES**

|                 |  |            |
|-----------------|--|------------|
| Sarah Frey      | Website and Social Media Writing Coordinator | 04/17/2023 |
| Kathi Frieden   | Enrollment Services Representative           | 04/03/2023 |
| Elizabeth Bland | Agriculture Program Specialist               | 06/01/2023 |

**PROMOTION**

|             |                           |            |
|-------------|---------------------------|------------|
| Kelly Ellis | Student Records Evaluator | 04/10/2023 |
|-------------|---------------------------|------------|

**TRANSFER**

|                   |   |            |
|-------------------|---|------------|
| Chase Dilworth    | Financial Aid Advisor & Loan Specialist | 04/10/2023 |
| Tiffany Sunderlin | Athletics Program Specialist            | 03/27/2023 |

**RESIGNATION**

|               |                           |            |
|---------------|---------------------------|------------|
| Abigail Nicol | Human Resources Associate | 04/28/2023 |
|---------------|---------------------------|------------|

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Construction Progress Update

**DATE:** April 26, 2023

*Attached is the current Construction Project Status Report for LLCC. It includes all projects that are currently underway and projects that have formal plans and available funding but are not yet underway. The following information is intended to provide a brief overview of the progress of each of the projects since the previous Board Meeting:*

**PHS Projects – FY21**

**Security Camera Updates Phase 2**

This project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

**Water Infiltration Remediation Main Campus Phase 2**

The project is under way.

**Wayfinding Phase 2**

This project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

**PHS Projects – FY22**

**Main Campus Exterior Lighting Upgrade Phase 2**

This project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

**Medical District Lighting, Flooring, Water Infiltration**

The project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

**Sangamon Hall Chiller Repairs and Upgrades**

Development of construction documents is underway.

## **PHS Projects – FY23**

**Main Campus Exterior Lighting Upgrade Phase 3**  
Development of construction documents is underway.

**Main Campus Parking Lot, Drives & Signage**  
This project will begin in early Summer.

**Door Access & Security Alarm Upgrades**  
Our recommendation is before you tonight.

**Sangamon Hall Dust Collection & Gas Safety**  
Our recommendation is before you tonight.

**Sangamon & Cass Mechanical Upgrades**  
Development of construction documents is underway.

## **Small Projects – FY22**

**Aviation Hangar Floor Coating**  
The project is substantially complete. We are awaiting closeout documents.

## **Small Projects – FY23**

**Main Campus Classrooms Upgrades and Taylorville Flooring Replacement**  
This project will begin in early Summer.

## **Deferred Maintenance Capital Project (CDB Managed)**

**Generators for South Side of Main Campus**  
The project is under way. CDC and Logan generators are installed, and the generator at Montgomery Hall has a ship date of the end of April.

**Exterior Door Security Upgrades**  
Project bids were due and opened at CDB in early April. We are awaiting formal approval from CDB for award of this project.

**Fire Alarm System Upgrades**  
CDB contacted the college in late 2022 to inquire about local share of funds for the above referenced project. We anticipate notification from CDB about moving forward with this project in the near future.

## **LLCC/Memorial Nursing Education Partnership Gift**

**Nursing Renovation at Montgomery Hall**  
This project is substantially complete. We are awaiting closeout documents.

## **Capital Renewal**

### **Renovate and Expand Student Services (CDB Managed)**

The project is under way.

## **Restricted O & M**

### **Renovate Millennium and Lower-level Sangamon**

The project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

## **Foundation**

### **Kreher Greenhouse – (Informational Item)**

We anticipate this project to be complete in the near future. The work left to be completed is site/concrete work that is weather dependent.

## **EDA Cares Act Grant**

### **Renovate and Expand Campus Training Facilities**

Phase 2 TDT Expansion, Storage Building, Logan Hall:

We have received approval of the submitted amendment to shift construction scope to equipment are awaiting final signatures from the EDA. This amendment is in response to notification of the Truck Driver Training Pad funding via FY2023 Economic Development Initiative/Community Project Funding.

## **Illinois Green Economy Network (IGEN) Project**

### **Jacksonville Interior Lighting Upgrades**

The project is under way.

## **Restricted Space Configuration Funds**

### **Diesel Lab Renovation**

The project is underway.

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Quarterly Budget Transfer Report

**DATE:** April 26, 2023

Attached is the Quarterly Budget Transfer Report reflecting transfers at the end of the third quarter of this fiscal year.

We continue to be well within statutory requirements limiting the amount of transfers to 10% or less in any fund.

|  |
|--|
| <b>QUARTERLY BUDGET TRANSFER REPORT</b><br><b>March 31, 2023</b> |
|--|

*EDUCATIONAL FUND*

|            |              |
|------------|--------------|
| Budget     | \$44,336,590 |
| Transfers  | \$78,136     |
| Percentage | .18%         |

*O&M FUND*

|            |             |
|------------|-------------|
| Budget     | \$6,176,520 |
| Transfers  | \$4,850     |
| Percentage | .08%        |

*OTHER FUNDS*

|            |              |
|------------|--------------|
| Budget     | \$30,860,584 |
| Transfers  | \$56,340     |
| Percentage | .18%         |

**TOTAL OPERATING BUDGET**

*Revenue*

|                            |              |
|----------------------------|--------------|
| Original Budget            | \$50,513,110 |
| Adjusted Revenues          | \$50,513,110 |
| Additional Funds Available | \$0          |

*Expenditures*

|                         |              |
|-------------------------|--------------|
| Original Budget         | \$50,513,110 |
| Adjusted Expenditures   | \$50,513,110 |
| Additional Expenditures | \$0          |

|                   |            |
|-------------------|------------|
| <b>Net Change</b> | <b>\$0</b> |
|-------------------|------------|

**AGENDA MASTER CALENDAR**

|  |   |  |   |
|--|---|--|---|
| <p style="text-align: center;"><b>MAY 2023</b></p> <ul style="list-style-type: none"> <li>• Student Recognition 5/3/23</li> <li>• Employee Recognition 5/10/23</li> <li>• Commencement 5/12/23</li> <li>• Board Meeting 5/24/23</li> </ul> | <p style="text-align: center;"><b>JUNE 2023</b></p> <ul style="list-style-type: none"> <li>• Summer Adjunct Faculty Listing</li> <li>• Budget Workshop</li> <li>• Board Meeting 6/28/23</li> </ul>  | <p style="text-align: center;"><b>JULY 2023</b></p> <ul style="list-style-type: none"> <li>• FY23 Tentative Budget</li> <li>• Board Meeting 7/26/23</li> </ul>       | <p style="text-align: center;"><b>AUGUST 2023</b></p> <ul style="list-style-type: none"> <li>• Board Meeting 8/23/23</li> </ul>   |
| <p style="text-align: center;"><b>SEPTEMBER 2023</b></p> <ul style="list-style-type: none"> <li>• Budget Adoption/Public Hearing</li> <li>• Fall Adjunct Faculty Listing</li> <li>• Board Meeting 9/27/23</li> </ul>                       | <p style="text-align: center;"><b>OCTOBER 2023</b></p> <ul style="list-style-type: none"> <li>• PHS Projects</li> <li>• Board Meeting 10/25/23</li> </ul>   | <p style="text-align: center;"><b>NOVEMBER 2023</b></p> <ul style="list-style-type: none"> <li>• Financial Audit Review</li> <li>• Board Meeting 11/15/23</li> </ul> | <p style="text-align: center;"><b>DECEMBER 2023</b></p> <ul style="list-style-type: none"> <li>• Adopt CY23 Property Tax Levy</li> <li>• Board Meeting 12/11/23</li> </ul>                      |
| <p style="text-align: center;"><b>JANUARY 2024</b></p> <ul style="list-style-type: none"> <li>• Spring Adjunct Faculty Listing</li> <li>• General Obligation Alternate Bond Levy Abatement</li> <li>• Board Meeting 1/24/24</li> </ul>     | <p style="text-align: center;"><b>FEBRUARY 2024</b></p> <ul style="list-style-type: none"> <li>• Sabbatical Leaves</li> <li>• Approval of Faculty Positions</li> <li>• Faculty Tenure &amp; Continuing Employment Recommendations</li> <li>• Board Meeting 2/28/24</li> </ul> | <p style="text-align: center;"><b>MARCH 2024</b></p> <ul style="list-style-type: none"> <li>• Administrative Positions</li> <li>• Board Meeting 3/27/24</li> </ul>   | <p style="text-align: center;"><b>APRIL 2024</b></p> <ul style="list-style-type: none"> <li>• Seating of Student Trustee</li> <li>• Foundation Gala</li> <li>• Board Meeting 4/24/24</li> </ul> |

## ***V. Strategic Discussion***

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** West Lake Nature Grove

**DATE:** April 26, 2023

Brent Todd, Dean, Natural & Agricultural Sciences and Bill Harmon, Professor, Agronomy will provide an overview of activities occurring at the West Lake Nature Grove, the college's newest outdoor living lab.