LLCC Board of Trustees Regular Meeting

May 24, 2023

Gordon Gates, Chair

Wayne Rosenthal, Vice Chair

Samantha Raymond, Secretary

Vicki Davis

Ken Elmore

Jeff Fulgenzi

Mark Holaway

Rayna Herzog, Student Trustee

Charlotte Warren, President

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

Wednesday, May 24, 2023
5:15 P.M.
Lincoln Land Community College
Robert H. Stephens Room

I. Preliminary Matters

A. Roll Call
B. Pledge of Allegiance
C. Adoption of Agenda of the May 24, 2023 Meeting
D. Introductions and Recognitions
    1. Student Elections
E. Hearing of Citizens

II. Consent Agenda

A. Approval of Minutes of the Regular Meeting of April 26, 2023
B. Ratify Payment of All Cash Disbursements for April and the April 30, 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
    1.Stop Loss Insurance
E. Purchasing
    1. Fall Forward Magazine
F. Contracts/Agreements
    1. Monthly Training Contract/Clinical Agreement Status Report
    2. Zogotech BI System Enhancement and Support Services
    3. Ferrilli Information Group, Fractional Colleague Support Services
    4. TechnoPro Clockwork Implementation and Three-Year Support
G. Monthly Grant Status Report
H. Facility Leases
I. Construction Items
    1. Truck Driver Training Expansion
    2. Main Campus Exterior lighting upgrade Phase 3 – Contractor Recommendation
    3. Security Camera Updates Phase 2 – Change Orders
    4. Emergency Deferred Maintenance Capital Project for Exterior Door Security Upgrades – Budget Increase

III. Action Agenda

A. Policies
B. Academic Services Division Items

C. Student Services Division Items
D. Administrative Services Division Items
E. Information Technology Items
F. Executive Division Items
    1. Naming of Diesel Technologies Lab and Classroom

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. 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

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

AGENDA ITEM I.D.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Student Elections

DATE: May 24, 2023

Student Government Association elections were held April 12th and 14th. Shanda Byer, Interim Vice President of Student Services, will introduce students elected to office. Elected students include:

SGA President
Preston Siewert

SGA Vice President
Isaac Barrett

SGA Treasurer
Kevin Ehorn

SGA Representative
Ice Marinich

SGA Representative – Health Professions
Jennifer L. Becker

SGA Representative – Health Professions
Craig Reed

Byer

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 April and the April Treasurer's Report

DATE: May 24, 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 April, 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 April 30, 2023.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during April 2023, and ratify the April 30, 2023, Treasurer's Report.

Gleckler

AGENDA ITEM II.C.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratification of Out-of-State Travel

DATE: May 24, 2023

Name	Meeting	Location	Date	Account	Amount
McDonald, Chris + 10 Students	Honors Program Club Trip	Branson, MO	Apr 28 – Apr 30, 2023	Club Travel	$4,440

Gleckler

AGENDA ITEM II.C.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Out-of-State Travel

DATE: May 24, 2023

Name	Meeting	Location	Purpose	Amount
Goers, Bryan	Ruffalo Noel Levitz National Conference	Nashville, TN	Professional Development	$1,688
Johnson, Leslie	Ruffalo Noel Levitz National Conference	Nashville, TN	Professional Development	$1,688
Todd, Brent	Ruffalo Noel Levitz National Conf.	Nashville, TN	Professional Development	$1,688
Warren, Mac	Ruffalo Noel Levitz National Conf.	Nashville, TN	Professional Development	$1,688
DeCarlo, Alonzo	Online Teaching Conference	Long Beach, CA	Professional Development	$3,017
Griffin, Matthew	American Assoc. of Teachers of Spanish & Portuguese	Salamanca, Spain	Professional Development	$370
Stachera, Eric	Indiana University Writer's Conference	Bloomington, IN	Professional Development	$1,791
Bergman, Ty & student	Skills USA	Atlanta, GA	National Competition	$6,093
Penning, Tamie	Jamf Nation User Conference	Austin, TX	Professional Development	$2,654

AGENDA ITEM II.D.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Specific Stop-Loss Insurance

DATE: May 24, 2023

As part of our self-funded health insurance program, LLCC purchases specific stop-loss insurance to limit the college's exposure to high dollar medical claims. Stop-loss insurance reimburses the plan for an insured's incurred claims in excess of $100,000. Our current contract with HCC for this coverage will expire on June 30, 2023.

To continue providing stop-loss coverage for the college's self-funded health insurance program, Cottingham & Butler, LLCC's insurance consultant, sought quotations in the stop-loss marketplace on our behalf. After reviewing all of the quotes, two carriers, who provided firm offers, were left under consideration: HCC, the incumbent carrier, and Spectrum. Both carriers' quotes included a higher reimbursement threshold for three individuals on the plan. The premium quote from HCC was higher, but the overall dollar amount for the three individuals with a higher reimbursement threshold was lower. Between the premium quote and the dollar amount of the higher reimbursement thresholds for three employees, HCC provided the overall lowest quote.

The quotes provided are based on 362 currently insured employees with 78 electing dependent or family coverage. The final actual cost may differ based on the number insured on July 1 and the number electing to carry dependent or family coverage. Based on the firm quote, the best overall cost when factoring in higher reimbursement thresholds, establishment in the stop-loss market and administrative continuity, it is my recommendation that we accept the bid from HCC in the amount of $716,964 with a stop-loss liability of $100,000 per claim with the exception of the higher reimbursement threshold for three individuals.

MOTION: Move to ratify the approval of the specific stop-loss policy with a liability limit of $100,000 per insured with a higher reimbursement threshold for three individuals for FY2024 proposed by HCC at a projected annual cost of $716,964.

Gleckler

AGENDA ITEM II.E.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Fall 2023 Forward Magazine

DATE: May 24, 2023

The College issued an invitation to bid for the printing, mailing, and delivering of the Forward Magazine for the Fall 2023 semester. We plan to print and distribute 160,000 Forward Magazines. Recycled paper and environmentally friendly inks will be used in the printing of this publication.

Given the uncertainty and volatility currently in the paper market, we changed our price structure for this procurement. Bids were evaluated on fixed costs (excluding paper) to produce the magazine and a mark-up rate on paper. Paper expense will be reimbursed once paper is purchased by the vendor and invoice has been provided.

Bidder	Total Fixed Costs, including delivery 160,000 Forward Magazines (1 issue) (32 pages)	% Mark-up on Paper Cost
ColorArt Eureka, MO	**$27,613**	**9.75%**
FCL Graphics Harwood Heights, IL	$46,699	17.5%
American Litho Carol Stream, IL	$49,177	11%
Taylor Print Impressions, Bloomington, IL	$60,405	3%

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Wednesday, April 26, 2023, edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to: American Marketing Services, Mundelein; BFM Group Inc., Lake Saint Louis, Mo; Bloomington Offset, Bloomington; Color World of Printing, Springfield; Consolidated Printing Company, Chicago; Cross Rhodes Print and Technologies, Lombard; Dan's Printing and Office Supplies, Oak Forest; Fidelity Print Communications, Broadview; Fineline Printing Group,

Indianapolis, IN; GH Printing Co., Downers Grove; Grace Printing and Mailing, Chicago; Hagg Press, Inc., Elgin; Hilton Publishing, Inc., Chicago; Kingery Printing Company, Effingham; KK Stevens Publishing, Astoria; Lake Shore Business Forms, Mokena; LE Print Express, Sycamore; Print X-Press, Chicago; Promoframes, LLC, Schaumburg; Pro-Type Printing, Paxton; Richards Graphic Communications, Inc., Bellwood; RPM Design + Production, Campton Hills; Sharp Mill Graphics, Tinley Park; Sunrise Digital, Chicago; Trinity Graphic & Packaging Solutions, Wheaton; Wright Business Systems, Inc., Valencia, PA.

Budget Impact:

Total Funds Requested:	$64,000
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 ColorArt for the printing, mailing, and delivering of the Fall 2023 issue of the Forward Magazine at the total estimated cost of $64,000 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2023-14.**

AGENDA ITEM II.F.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: May 24, 2023

The Academic Services Division has entered into a contract with the National Safety Council to provide room usage at the LLCC Jacksonville Campus. The National Safety Council will utilize space from May through July.

The Community Education Department seeks approval to renew their partnership with the Academy of Lifelong Learning for FY2023. LLCC will provide support and sponsorship to the Academy of Lifelong Learning throughout the year.

The Health Professions Department seeks approval to enter into a clinical site agreement with Montgomery Nursing and Rehabilitation Center for students enrolled in the Nursing Program. Montgomery Nursing and Rehabilitation Center has facilities suitable for the educational needs of the students.

The Health Professions Department is seeking approval to enter into an educational affiliation agreement with Lincoln Prairie Behavioral Health for the Nursing program. This agreement is for "observation-only" experiences. These experiences include attending group sessions, classes, etc. where students can observe different types of therapeutic techniques and communication practices that are essential to this specific client population.

MOTION: Move to approve the partnership agreement with the Academy of Lifelong Learning, the clinical site agreement with Montgomery Nursing and Rehabilitation and the educational affiliation agreement with Lincoln Prairie Behavioral Health.

Gleckler

TRAINING CONTRACTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Contract Total	Term
Facilities Usage Agreement with National Safety Council	The Academic Services Division has entered into a contract with the National Safety Council to provide room usage at the LLCC Jacksonville Campus. The National Safety Council will utilize space from May through July.	National Safety Council	LLCC Jacksonville	$90	May 24 through July 25, 2023
FY24 Academy of Lifelong Learning Partnership Agreement	The Community Education Department seeks approval to renew their partnership with the Academy of Lifelong Learning for FY2024. LLCC will provide support and sponsorship to the Academy of Lifelong Learning throughout the year.	Academy of Lifelong Learning	Community Education	$0	July 1, 2023 through June 30, 2024
			TOTALS	$90	

CLINICAL SITE, AFFILIATION, ARTICULATION, & TRAINING AGREEMENTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Term
Clinical Site Agreement with Montgomery Nursing and Rehabilitation	The Health Professions Department seeks approval to enter into a Clinical Site Agreement with Montgomery Nursing and Rehabilitation Center for students enrolled in the Nursing Program. Montgomery Nursing and Rehabilitation Center has facilities suitable for the educational needs of the students.	Montgomery Nursing and Rehabilitation	Health Professions/ Nursing	Date of Signing through Indefinite
Educational Affiliation Agreement with Lincoln Prairie Behavioral Health	The Health Professions Department is seeking approval to enter into an Educational Affiliation Agreement with Lincoln Prairie Behavioral Health for the Nursing program. This agreement is for "observation-only" experiences. These experiences include attending group sessions, classes, etc. where students can observe different types of therapeutic techniques and communication practices that are essential to this specific client population.	Lincoln Prairie Behavioral Health	Health Professions/ Nursing	May 24, 2023 through May 23, 2026

AGENDA ITEM II.F.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: ZogoTech BI System Enhancement and Support Services

DATE: May 24, 2023

Board approval is requested for the annual enhancement and support services contract for the ZogoTech Business Intelligence (BI) System in the amount of $43,498.05. ZogoTech BI software includes the Student Engagement module which allows the college to compile reports and identify data trends from the Colleague database and the data warehouse. These reports assist the college in the goal of Student Retention and Engagement.

Budget Impact:

Total Funds Requested:	$43,498.05
Source of Funds:	Operating Funds
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

The Student Engagement module allows the college to compile reports and identify trends to better support strategic actions with a focus on student retention and engagement.

How will proposed agenda item be measured?

The time required to run reports. Current time could take days. New time will take only minutes. The ability to identify data trends to support strategic plans.

MOTION:	**Move to approve the annual enhancement and support services contract for the ZogoTech BI System at a total cost of $43,498.05.**

Cruz

AGENDA ITEM II.F.3

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ferrilli Information Group, Fractional Colleague Support Services

DATE: May 24, 2023

Board approval is requested to contract for Colleague Standard Core Foundation, Salesforce Core Support and Fractional Colleague Support services with Ferrilli Information Group (FIG) in the amount of $ 171,000 for 12 months.

Combined Support Services Cost for 12 Months

Service	Annual Cost
Ferrilli - Colleague Standard Support	$ 42,000
Ferrilli - Salesforce Core Support	$ 36,000
Ferrilli - Fractional Colleague Support (0.25 FTE)	$ 93,000
Total	**$ 171,000**

By contracting the above services, LLCC will continue to gain access to Colleague and Salesforce expertise for enterprise application support. Services will be billed monthly.

Budget Impact:
Total Funds Requested: $171,000
Source of Funds: Operating Funds
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:
How will proposed agenda item impact student learning?
Help support the operation of the college.

How will proposed agenda item be measured?
Improving reliability and security of the Colleague and Salesforce systems.

MOTION: **Move to approve the contract with Ferrilli Information Group for Colleague Standard Core Foundation, Salesforce Core Support and Fractional Colleague Support services for one year at a cost of $171,000.**

Cruz

AGENDA ITEM II.F.4

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: TechnoPro Clockwork Implementation and Three-Year Support Contract

DATE: May 24, 2023

Board approval is requested for the implementation, and a three-year support contract for the TechnoPro Clockwork software in the amount of $39,690.54. Clockwork software provides seamless Accessibility Services process flows and scheduling features. The software also allows for student document upload, communication with Accessibility Services, and approval of accommodation plans. Faculty, note providers and accessibility services personnel also have access to the system to enhance the student accessibility services and learning experience overall.

Implementation	$ 9,295.00
FY2024	$ 9,833.88
FY2025	$ 10,128.90
FY2026	$ 10,432.76
Total	**$ 39,690.54**

Budget Impact:

Total Funds Requested: **$ 39,690.54**
Source of Funds: Tech Fee
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?
Clockwork software allows the college to provide smooth and effective accessibility services to enable proper learning access.

How will proposed agenda item be measured?
The ability to effectively provide appropriate learning accommodation to students in need of accessibility.

Cruz

MOTION:	**Move to approve the implementation, and a three-year support contract for the TechnoPro Clockwork software in the amount of $39,690.54.**

Cruz

AGENDA ITEM II.I.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Truck Driver Training Expansion

DATE: May 24, 2023

Tonight, we are asking you to approve a FY 2023 Community Project for expansion of the Truck Driver Training program at the Main Campus. This project is made possible by the Consolidated Appropriations Act, 2023 (Public Law 117-328 "the FY2023 Act"). Congress made funding available $2,982,285,641 for "grants for the Economic Development Initiative (EDI) for the purposes, and in amounts, specified for Community Project Funding/Congressionally Directed Spending". These "Community Project Funding" or "CPF" awards are administered by the Department of Housing and Urban Development (HUD).

LLCC received $1,118,000 from this FY2023 Act. We do not need to supplement the project with additional local funds. The project scope includes expansion of the truck driver training lot (behind Workforce) to provide space for usage by additional trucks and trailers which will allow an increase in enrollment in the Truck Driver Training program. Due to the presence of federal funding, we will work with the HUD to determine A/E selection, bidding requirements, funding disbursements, and other requirements.

This project was originally included in the Renovate and Expand Campus Training Facilities project that was funded by a grant from the EDA. We have received approval of that amendment to shift construction scope to equipment from the EDA grant project.

Project Title	Cost Estimate
Truck Driver Training Expansion	$1,118,000

Budget Impact:

Total Funds Requested: $0
Source of Funds: Federal Funding
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.

Gleckler

How will proposed agenda item be measured?

Each of these projects 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 Truck Driver Training Expansion project at the Main Campus.**

AGENDA ITEM II.I.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Main Campus Exterior Lighting Upgrade Phase 3 – Contractor Recommendation

DATE: May 24, 2023

Sealed proposals were requested for the Main Campus Exterior Lighting Upgrade Phase 3 Project and were received at the Construction Manager's Office on May 1st. The scope of the project includes upgrading existing exterior lighting in the Hamilton Area, pathway to Child Development Center, parking lot and wall packs at the Child Development Center, lot north of Cass Gym, new lot east of Menard Hall, and connecting the sidewalk lighting to the nLight® controls at the Main Campus.

A tabulation of those proposals are as follows:

Contractor	Base Bid	Alt. Bid #1 (Menard East Parking)	Alt. Bid #2 (Child Development Center Parking Lot)
B&B Electric, Inc. Springfield, IL	$360,720	$37,170	$10,620
Bodine Electric of Decatur Decatur, IL	$310,850	$21,675	$15,960
Capital Construction Group LLC dba Egizii Electric Springfield, IL	**$289,460**	**$30,630**	**$13,432**

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Sunday, April 16, 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:	$366,922 ($333,522 Bid Amount + $33,400 Contingency)
Source of Funds:	Protection, Health, and Safety
Projected Revenue:	N/A
Projected Savings:	N/A

Gleckler

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 $289,460, Alternate Bid E-1 in the amount of $30,630, Alternate Bid E-2 in the amount of $13,432, from Capital Construction Group LLC dba Egizii Electric and to establish a project contingency in the amount of $33,400, for an aggregate amount of $366,922 to complete the Main Campus Exterior Lighting Upgrade Phase 3 Project at the Main Campus.

AGENDA ITEM II.I.3

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Security Camera Updates Phase 2 – Change Orders

DATE: May 24, 2023

During the course of any construction project, modifications to the agreement are necessary due to undiscovered conditions, existing conditions, or requests from the owner and the recognition that in any set of contract documents there will be the necessity for clarification.

Therefore, in keeping with the policies of the Board of Trustees, the following change orders are submitted for ratification.

Change Order #	Description	Cost
E-001	Install all cabling in open ceilings in conduit, with cameras mounted on conduit stems in Workforce.	$4,780.12
E-002	Replace 2 existing exterior cameras at Workforce camera #7 and #22 with designation P1447-LE.	$1,977.89
E-003	Replace 15 existing interior cameras in Workforce with designation M3066-V.	$9,092.25
E-004	Install 180-degree camera at loading dock.	$2,014.32
	Total Change Orders:	$17,864.58

Project Contingency Summary	Amount
Amount of project contingency:	$18,700.00
Less previously approved change orders:	$0.00
Change order(s) presented for ratification:	$17,864.58
Less other consultant fees/permits to date:	$0.00
Amount of contingency remaining:	$835.42

Budget Impact:

Total Funds Requested: $17,864.58
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 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 ratify the change orders in the amount of $17,864.58 for Senergy Electric, Inc. for the Security Camera Updates Phase 2 as presented.**

Gleckler

AGENDA ITEM II.I.4

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Emergency Deferred Maintenance Capital Project for Exterior Door Security Upgrades – Budget Increase

DATE: May 24, 2023

The CDB needs the Board to approve an increase to the budget based on the lowest bid received to allow the bid review and contractor award process to move forward. The lowest bid received is $116,451 over the available budget (including a 5% contingency). The CDB is not able to provide additional funds to the project, therefore, the College will need to increase the amount of our contribution. This increase brings the total project budget to $691,451 and the College's total contribution to $260,201. The $116,451 budget increase will be funded with LPS funds.

Budget Timeline	Amount
August 2020 Established	$500,000
July 2021 Increase	$75,000
May 2023 Increase	$116,451
Total Adjusted Project Budget	**$691,451**

Budget Split	Total Amount	Percent
Lincoln Land Community College	$260,201	38%
Capital Development Board	$431,250	62%
Total Adjusted Project Budget	**$691,451**	**100%**

MOTION: **Move to approve the budget increase in the amount of $116,451 for the Emergency Deferred Maintenance Capital Project for Exterior Door Security Upgrades at the Main Campus.**

Gleckler

III. Action Agenda

AGENDA ITEM III.F.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Naming of Diesel Technologies Lab and Classroom

DATE: May 24, 2023

We celebrate the outstanding generosity of the Roland Family and support of the diesel industry. Roland Machinery Company, for more than 50 years, has provided heavy equipment customers with the machines, support, and service they need to achieve their goals.

As a third-generation family-owned company, their generous support of the communities they serve continues at Lincoln Land Community College. It is fitting that a college that has been supporting district residents for 56 years should recognize a significant gift commitment of $500,000 from a family that will impact the lives of so many people for generations to come.

Per board policy: “The Lincoln Land Community College Board of Trustees shall approve the naming of all facilities and all other naming opportunities in accordance with established procedures.”

After consultation with the Roland Family and the LLCC Foundation Executive Director, we are respectfully seeking board approval for naming the Diesel Technologies Lab and Classroom in honor of the Roland Family and Roland Machinery Company.

MOTION: **Move to name the Diesel Technologies Lab and Classroom in honor of the Roland Family and Roland Machinery Company.**

IV. Information Items

AGENDA ITEM IV.A.3.a

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: May 24, 2023

POSITION VACANCIES

Classified
Assistant to the Vice President, Academic Services (FT)
Duplication & Mail Center Technician (FT)
Enrollment Services Representative - 2 (FT)
Human Resources Associate (FT)

Professional
Academic Success Professional (FT)
Application Developer I – Salesforce (FT)
Nursing Retention Specialist (FT)
Student Success Coach I - 2 (FT)

Administrator
Director, Adult Education & Literacy (FT)

Faculty
Basic Nurse Assistant Instructor
Biology Instructor
Integrated Media Design Instructor

NEW HIRE

Jacob Beaird	Research & Analytics Associate I	06/12/2023
Justin Knoll	Research & Analytics Associate I	05/15/2023

RESIGNATION

Stacy Bond	Employee Benefits & Retention Coordinator	05/11/2023

RETIREMENT

Cindy Burger	Assistant to the Dean, English & Humanities	05/31/2023

AGENDA ITEM IV.A.3.b

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: May 24, 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
The project is complete.

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

Our recommendation is before you tonight.

Main Campus Parking Lot, Drives & Signage
The project is under way.

Door Access & Security Alarm Upgrades
The project is under way.

Sangamon Hall Dust Collection & Gas Safety
The project is under way.

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

Small Projects – FY22

Aviation Hangar Floor Coating
The project is complete.

Small Projects – FY23

Main Campus Classrooms Upgrades and Taylorville Flooring Replacement
The project is under way.

Deferred Maintenance Capital Project (CDB Managed)

Generators for South Side of Main Campus
The project is under way. The generator for Montgomery Hall has been received by the contractor. We expect this to be installed in late May.

Exterior Door Security Upgrades
Project bids were due and opened at CDB on 5/2/23. We are awaiting formal approval from CDB for the 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
The project is complete.

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 completed in the near future. The work left to be completed is electrical and 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 from TDT Expansion construction scope to equipment purchase of new trucks. This amendment is in response to notification of the Truck Driver Training Pad funding via FY2023 Economic Development Initiative/Community Project Funding. We are awaiting formal approval of site certification and will submit A/E Contract for approval after that.

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.

HUD Economic Development Grant

Truck Driver Training Expansion

This project includes expansion of the truck driver training lot to provide space for usage by additional trucks and trailers which will allow an increase in enrollment in the Truck Driver Training program. We are working with HUD to submit budget and project narrative.

AGENDA ITEM IV.A.6.a

AGENDA MASTER CALENDAR

JUNE 2023	JULY 2023	AUGUST 2023	SEPTEMBER 2023
• Summer Adjunct Faculty Listing • Budget Workshop • Board Meeting 6/28/23	• FY24 Tentative Budget • Board Meeting 7/26/23	• Board Meeting 8/23/23	• Budget Adoption/Public Hearing • Fall Adjunct Faculty Listing • Board Meeting 9/27/23
OCTOBER 2023	**NOVEMBER 2023**	**DECEMBER 2023**	**JANUARY 2024**
• PHS Projects • Board Meeting 10/25/23	• Financial Audit Review • Board Meeting 11/15/23	• Adopt CY23 Property Tax Levy • Board Meeting 12/11/23	• Spring Adjunct Faculty Listing • General Obligation Alternate Bond Levy Abatement • Board Meeting 1/24/24
FEBRUARY 2024	**MARCH 2024**	**APRIL 2024**	**MAY 2024**
• Sabbatical Leaves • Approval of Faculty Positions • Faculty Tenure & Continuing Employment Recommendations • Board Meeting 2/28/24	• Administrative Positions • Board Meeting 3/27/24	• Seating of Student Trustee • Foundation Gala • Board Meeting 4/24/24	• Student Recognition • Employee Recognition • Commencement 5/17/24 • Board Meeting 5/22/24

V. Strategic Discussion