
LLCC Board of Trustees Regular Meeting

June 28, 2023

Gordon Gates, Chair

Wayne Rosenthal, Vice Chair

Samantha Raymond, Secretary

Vicki Davis

Ken Elmore

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Rayna Herzog, Student Trustee

Charlotte Warren, President

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

Wednesday, June 28, 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 June 28, 2023 Meeting
- D. Introductions and Recognitions
- E. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of May 24, 2023
- B. Ratify Payment of All Cash Disbursements for May and the May 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. FY24 Bookstore Purchases
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report
 - 2. Professional Services Contract
 - 3. FY24 AT&T Telecommunication Services
 - 4. Adobe Enterprise Term License Agreement
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
 - 1. Renovate Millennium and Lower-level Sangamon – Change Orders
 - 2. Sangamon Hall Chiller Repairs and Upgrades – Contractor Recommendation

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

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. Facilities Services Union Contract
- C. Pending/Imminent Legal Matters

VII. Actions from Open/Executive Session

- A. Approval of Personnel Matters
- B. Approval of the Facilities Services Union Contract

VIII. FY 2024 Budget Workshop

IX. Adjournment

I. Preliminary Matters

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 May and the May Treasurer's Report

DATE: June 28, 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 May, 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 May 31, 2023.

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

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: June 28, 2023

Name	Meeting	Location	Date	Account	Amount
Warren, Charlotte	Washington D.C. Advocacy Trip	Washington DC	Jun 21 – Jun 23, 2023	Administrator Travel	\$1,208
Sanders, Karen	Washington D.C. Advocacy Trip	Washington DC	Jun 21 – Jun 23, 2023	Administrator Travel	\$1,208
Collins, Josh	Washington D.C. Advocacy Trip	Washington DC	Jun 21 – Jun 23, 2023	Administrator Travel	\$1,208

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: June 28, 2023

Name	Meeting	Location	Purpose	Amount
Rath, Travis	Org. for Associate Degree Nursing	San Diego, CA	Professional Development	\$2,776
Owens, Sarah	Org. for Associate Degree Nursing	San Diego, CA	Professional Development	\$2,995
Beckmier, Craig +20 students	Aksarben Livestock Judging	Grand Island, NE	Student Trip	\$4,128
Beckmier, Craig +13 students	Cyclone Invitational	Ames, IA	Student Trip	\$1,440
Beckmier, Craig +20 students	Flint Hills/World Beef	Hutchinson, KS Milwaukee, WI	Student Trip	\$2,881
Beckmier, Craig +20 students	Indiana Stock Show	Cloverdale, IN	Student Trip	\$1,119
Beckmier, Craig +13 students	Kansas City American Royale	Kansas City, MO	Student Trip	\$3,136
Beckmier, Craig +20 students	Professor Lidvall Memorial	Cookeville, TN	Student Trip	\$3,517
Beckmier, Craig +13 students	North American International Livestock Exposition	Louisville, KY	Student Trip	\$4,582
Beckmier, Craig +13 students	National Barrow Show	Austin, MN	Student Trip	\$3,662
Beckmier, Craig +20 students	Purdue Stockman	West Lafayette, IN	Student Trip	\$3,306

Beckmier, Craig +13 students	Swine Judging	Woodward, OK	Student Trip	\$2,220
Clevenger, Julie	National College Learning Center Association Conference	Portland, OR	Professional Development	\$2,251
Elliott, Tiffany-Anne	National College Learning Center Association Conference	Portland, OR	Professional Development	\$1,987
Olson, Stacey	National Science Teaching Association National Conference	Kansas City, MO	Professional Development	\$2,568
Voyles, Heather	National Association of Clergy Compliance Officers and Professionals	Baltimore, MD	Professional Development	\$2,753
Higginson, Edward	Rape, Aggression, Defense Training and Certification Conference	Lexington, KY	Officer Training	\$1,287
Jacoby, Kathleen	Rape, Aggression, Defense Training and Certification Conference	Lexington, KY	Officer Training	\$1,387
Parton, Rebecca	Instructional Technology Council – Board of Directors Retreat	Fort Worth, TX	Professional Development	\$1,766
Maskey, Cynthia	Accreditation Commission for Education in Nursing	Rochester, NY	Professional Development	\$0*
Spencer, Sonja	Org. for Associate Degree Nursing	San Diego, CA	Professional Development	\$2,496
Gardner, Jeff	John Deere Reman Quality First Event	Springfield, MO	Professional Development	\$310
Beckmier, Craig +20 students	Tulsa Livestock Show	Tulsa, OK	Student Trip	\$4,244
Pierce, Jim	Distance Teaching Learning & Online Summit	Madison, WI	Professional Development	\$2,750

*Paid by Commission

AGENDA ITEM II.E.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: FY24 Bookstore Purchases

DATE: June 28, 2023

Board approval is requested to establish blanket purchase orders for the purchase of items for resale in the bookstore, as well as software maintenance agreements from the following vendors:

VENDOR	PURCHASE	AMOUNT
Amazon.com	Textbooks/Course materials & merchandise for resale	\$75,000
Assessment Technologies (ATI)	New Nursing course materials for resale	\$180,000
Black and Company	Tools for resale	\$50,000
Buckingham Mfg.	Tools for resale	\$155,000
Careismatic Brands	Uniforms for resale	\$58,000
Cengage Learning	Textbooks/Course materials for resale	\$175,000
D&H Education	Technology merchandise for resale	\$40,000
Elsevier Science	New Textbooks/Course Materials for resale	\$165,000
Matco Tools	Merchandise for resale	\$100,000
MBS Textbook Exchange	POS Hardware/Software Maintenance Agreements	\$16,000
MBS Textbook Exchange	Used Textbooks for resale	\$90,000*
McGraw-Hill Global Education	New Textbooks/Course Materials for resale	\$225,000
MPS/McMillan	New Textbooks/Course Materials for resale	\$100,000
Pearson Education	New Textbooks/Course Materials for resale	\$175,000
W.W. Norton	New Textbooks/Course Materials for resale	\$40,000

* includes billing for book buyback for student book buyback

Budget Impact:

Total Funds Requested:	\$1,644,000
Source of Funds:	Bookstore Auxiliary Funds
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Providing students with the required course materials is essential for student learning.

How will proposed agenda item be measured?

Learning materials required for class are available for the students to purchase in the LLCC Bookstore.

<p>MOTION: Move to approve the establishment of blanket purchase orders for the purchase of textbooks, supplies, and shipping from the listed vendors.</p>

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: June 28, 2023

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

The Library Services Department seeks approval to enter into a membership agreement with the Network of Illinois Learning Resources in Community Colleges. The agreement provides professional development and leadership opportunities for library staff, discounts on electronic resources, and shared book and magazine collections.

Lincoln Land Community College seeks approval to enter into the Upward Mobility Program intergovernmental agreement with the State of Illinois. Students who are also employed by the State of Illinois can take courses at LLCC and the State of Illinois will pay their tuition and fees.

The Culinary Institute has entered into a contract with American Family Insurance to provide a Culinary Teams Session. The session will be held June 20th at the Workforce Careers Center.

The Workforce Institute has entered into a contract with GEO Tech Construction Company to provide OSHA 10 Training. The training will be held from June 5-8 at LLCC, Litchfield.

The Continuing, Corporate, and Professional Education Department has entered into a contract with the Illinois Valley Economic Development Corporation to provide Microsoft Office Training. Two training sessions will be held in June and July.

The Continuing, Corporate, and Professional Education Department has entered into a contract with the Illinois Valley Economic Development Corporation to provide Computer Skills for the Workplace training. The self-paced course will be offered online.

LLCC Jacksonville has entered into a contract with Manpower for Facilities Usage. Manpower will use space at the LLCC Jacksonville Campus between June and August.

LLCC Jacksonville has entered into a contract with the Morgan County Garden Club for Facilities Usage. The Morgan County Garden Club will use space at the LLCC Jacksonville Campus in September.

MOTION: Move to approve the membership agreement with the Network of Illinois Learning Resources in Community Colleges and the Upward Mobility Program intergovernmental agreement.

TRAINING CONTRACTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Contract Total	Term
Culinary Teams Training with American Family Insurance	The Culinary Institute has entered into a contract with American Family Insurance to provide a Culinary Teams Session. The session will be held June 20th at the Workforce Careers Center.	American Family Insurance	Culinary Institute	\$1,350	June 20, 2023
OSHA 10 Training with GEO Tech Construction Company	The Workforce Institute has entered into a contract with GEO Tech Construction Company to provide OSHA 10 Training. The training will be held from June 5-8 at LLCC, Litchfield.	GEO Tech Construction Company	Workforce Institute	\$5,400	June 5-8, 2023
Microsoft Office Training for Illinois Valley Economic Development Corporation	The Continuing, Corporate, and Professional Education Department has entered into a contract with the Illinois Valley Economic Development Corporation to provide Microsoft Office Training. Two training sessions will be held in June and July.	Illinois Valley Economic Development Corporation	Continuing, Corporate, and Professional Education Department	\$9,000	June 27- July 13, 2023
Computer Skills for the Workplace Training with Illinois Valley Economic Development Corporation	The Continuing, Corporate, and Professional Education Department has entered into a contract with the Illinois Valley Economic Development Corporation to provide Computer Skills for the Workplace training. The self-paced course will be offered online.	Illinois Valley Economic Development Corporation	Continuing, Corporate, and Professional Education Department	\$115	June 28- August 9, 2023
Facilities Usage Agreement with Manpower	LLCC Jacksonville has entered into a contract with Manpower for Facilities Usage. Manpower will use space at the LLCC Jacksonville Campus between June and August.	Manpower	LLCC Jacksonville	\$350	June 8 through August 31, 2023

Facilities Usage Agreement with Morgan County Garden Club	LLCC Jacksonville has entered into a contract with the Morgan County Garden Club for Facilities Usage. The Morgan County Garden Club will use space at the LLCC Jacksonville Campus in September.	Morgan County Garden Club	LLCC Jacksonville	\$50	September 8, 2023
			TOTALS	\$11,405	

CLINICAL SITE, AFFILIATION, ARTICULATION, & TRAINING AGREEMENTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Term
Membership Agreement with the Network of Illinois Learning Resources in Community Colleges	The Library Services Department seeks approval to enter into a Membership Agreement with the Network of Illinois Learning Resources in Community Colleges. The agreement provides professional development and leadership opportunities for library staff, discounts on electronic resources, and shared book and magazine collections.	Network of Illinois Learning Resources in Community Colleges	Library Services	Date of Signing through Indefinite
FY2024 Upward Mobility Program Intergovernmental Agreement	Lincoln Land Community College seeks approval to enter into the Upward Mobility Program Intergovernmental Agreement with the State of Illinois. Students who are also employed by the State of Illinois can take courses at LLCC and the State of Illinois will pay their tuition and fees.	State of Illinois	Lincoln Land Community College	July 1, 2023 through June 30, 2024

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Professional Services Contract

DATE: June 28, 2023

Under the provisions of the Illinois Public Community College Act, professional services may be acquired by colleges without seeking competitive bids.

We are proposing the continuation of the following contract for Fiscal Year 2024:

- Eric Grenzebach – Brown, Hay and Stephens – Legal Services not to exceed \$175,000 – For Fiscal Year 2024, Attorney Grenzebach requests that fees reflect a \$5.00/hour rate increase for Partner Rate, a \$2.50/hour rate increase for Associate Attorney and no increase for Paralegal, which would make the Partner Rate \$250.00/hour, Associate Attorney rate \$175.00/hour, and Paralegal rate \$100.00/hour. Brown, Hay and Stephens have been paid \$86,248.22 to date for services during Fiscal Year 2023.

Therefore, the following motion is recommended.

MOTION: Move to approve the Fiscal Year 2024 Professional Service Contract for Eric Grenzebach – Legal Services, not to exceed \$175,000.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: FY24 AT&T Telecommunication Services

DATE: June 28, 2023

Board approval is requested to establish blanket purchase orders for AT&T telecommunication services for the college.

Service	Amount
AT&T Mobility	\$ 9,900
AT&T Mobility Student Hotspots	\$19,000
AT&T Aviation Fire Alarm	\$ 2,000
AT&T Aviation Audio Codes	\$ 675
AT&T One Net	\$ 1,500
AT&T Beardstown	\$ 2,100
AT&T Long Distance	\$ 1,800
AT&T Medical District	\$ 3,400
AT&T SIP Trunking-1	\$23,000
AT&T SIP Trunking-2	\$ 8,400
Total	\$71,775

Budget Impact:

Total Funds Requested: \$71,775
 Source of Funds: Operating Fund
 Projected Revenue: N/A
 Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Core Telecommunication services are vital for all internet-dependent or voice-based learning systems and college operations.

How will proposed agenda item be measured?

Learning systems and college operations being delivered via telecommunication services.

MOTION: Move to approve the establishment of blanket purchase orders for the purchase of telecommunication services from AT&T.

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Adobe Enterprise Term License Agreement
DATE: June 28, 2023

Board approval is requested for the renewal of the Adobe Creative Cloud Enterprise License Agreement for one year through Adobe Systems, Incorporated. The agreement covers 25 Named Licenses, 35 Shared Device Licenses, 119 Single App Licenses, and 125 Student Licenses for Adobe Acrobat Pro DC.

Budget Impact:

Total Funds Requested:	\$57,435.97		
Source of Funds:	Tech Fee:	\$22,012.28	
Source of Funds:	Operating Funds:	\$32,905.07	
Source of Funds:	Restricted Funds:	\$ 2,518.62	
Projected Revenue:	N/A		
Projected Savings:	N/A		

Student Learning Impact:

How will proposed agenda item impact student learning?

Adobe software products are critical to the college's Arts and Communication disciplines. They are used in the graphic design and multimedia operation of the college.

How will proposed agenda item be measured?

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

MOTION: Move to approve the one-year Adobe Creative Cloud Enterprise Term License Agreement at a total cost of \$57,435.97.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: June 28, 2023

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

The LLCC Foundation seeks ratification for the application to the Ellucian Path Scholarship Program. If awarded, LLCC will pass through funds to the Foundation. The funds will provide \$1,000 scholarships to LLCC TRIO students who applied for an LLCC Foundation Scholarship.

The Academic Services Division seeks ratification for the application for the FY2023 Trades School Grant. The grant has been awarded and will fund student programming and support for students exploring careers in Health Professions and Construction Trades.

The Students Success Department seeks ratification for the application for the FY2024 Illinois Cooperative Work Study Program Grant. If awarded, funds will be used to reimburse employers for student wages earned as paid participants of the Cooperative Work Study Program.

The Academic Services Division seeks ratification for the FY2024 Carl D. Perkins Grant. The funding from this award continues to support Career and Technical Education programs and development at LLCC.

The Adult Education Department seeks ratification for the application for the FY2024 Adult Education and Family Literacy Program Grant. If awarded, funds will provide adult education and literacy education to students in the LLCC District.

The Adult Education Department seeks ratification for the application of the FY2024 Integrated English Language and Civics Adult Education Grant. If awarded, the funds will be used to support Adult Basic Education and English as a Second Language students at LLCC.

MOTION: Move to ratify the application for the Ellucian Path Scholarship Program Grant in the amount of \$25,000, the FY2023 Trades School Grant Program in the amount of \$306,765, the application for the FY2024 Illinois Cooperative Work Study Program Grant in the amount of \$35,000, the application for the FY2024 Carl D. Perkins Grant in the amount of \$520,566, the FY2024 Adult Education and Family Literacy Program Grant in the amount of \$460,949 and approve the FY2024 Integrated English Language and Civics Adult Education Grant in the amount of \$90,165.

GRANT SUMMARY
June 2023

Grant Title	Brief Description	Grantor	LLCC Department / Program	LLCC Total Monetary Request	LLCC Match	Submitted	Term
Ellucian Path Scholarship Program	The LLCC Foundation seeks ratification for the application to the Ellucian Path Scholarship Program. If awarded, LLCC will pass through funds to the Foundation. The funds will provide \$1,000 scholarships to LLCC TRIO students who applied for an LLCC Foundation Scholarship.	Ellucian	LLCC Foundation	\$25,000	\$0	Yes	July 1, 2023 through December 31, 2023
FY2023 Trades School Grant	The Academic Services Division seeks ratification for the application for the FY2023 Trades School Grant. The grant has been awarded and will fund student programming and support for students exploring careers in Health Professions and Construction Trades.	Illinois Community College Board	Academic Services / Health Professions / Construction Trades	\$306,765	\$0	Yes	June 1, 2023 through June 30, 2024
FY2024 Illinois Cooperative Work Study Program	The Students Success Department seeks ratification for the application for the FY2024 Illinois Cooperative Work Study Program Grant. If awarded, funds will be used to reimburse employers for student wages earned as paid participants of the Cooperative Work Study Program.	Illinois Board of Higher Education	Student Services/ Career Services	\$35,000	\$0	Yes	July 1, 2023 through August 30, 2024

GRANT SUMMARY
June 2023

FY2024 Carl D. Perkins Grant	The Academic Services Division seeks ratification for the FY2024 Carl D. Perkins Grant. The funding from this award continues to support Career and Technical Education programs and development at LLCC.	Illinois Community College Board	Academic Services/ Career and Technical Education	\$520,566	\$0	Yes	July 1, 2023 through June 30, 2024
FY2024 Adult Education and Family Literacy Program	The Adult Education Department seeks ratification for the application for the FY2024 Adult Education and Family Literacy Program Grant. If awarded, funds will provide adult education and literacy education to students in the LLCC District.	Illinois Community College Board	Academic Services/ Adult Education	\$460,949	\$0	Yes	July 1, 2023 through June 30, 2024
FY2024 Integrated English Language and Civics Adult Education Grant	The Adult Education Department seeks ratification for the application for the FY2024 Integrated English Language and Civics Adult Education Grant. If awarded, funds will provide adult education and literacy education to students in the LLCC District.	Illinois Community College Board	Academic Services/ Adult Education	\$90,165	\$0	Yes	July 1, 2023 through June 30, 2024
TOTAL				\$1,296,038	\$0		

AGENDA ITEM II.I.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Renovate Millennium and Lower-level Sangamon – Change Orders

DATE: June 28, 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.

Although the change orders for this project exceed the available contingency, there is an adequate budget available to pay for all the change orders as listed.

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

Change Order #	Description	Cost
G-001	Electrical changes due to partition placement.	\$2,634.46
G-002	Carpet replacement in Mill 2216 & 2217 and electrical changes.	\$8,495.02
G-003	Paint hallways on both floors and registration.	\$7,756.39
G-004	Scrape old carpet adhesive in Sangamon Hall.	\$1,269.96
G-005	Provide Connectrac Flex® Raceway System in lieu of conference kits originally priced due to product availability.	\$3,069.92
	Total Change Orders:	\$23,225.75

Project Contingency Summary	Amount
Amount of project contingency:	\$19,500.00
Less previously approved change orders:	\$0.00
Change order(s) presented for ratification:	\$23,225.75
Less other consultant fees/permits to date:	\$3,300.00
Amount of contingency remaining:	(\$7,025.75)
Plus amount of budget available:	\$30,065.24
Amount of budget remaining:	\$23,039.49

Budget Impact:

Total Funds Requested: \$23,225.75
Source of Funds: Restricted 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 ratify the listed change orders in the amount of \$23,225.75 for R.L. Vollintine Construction Co., Inc. for the Renovate Millennium and Lower-level Sangamon Project as presented.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Sangamon Hall Chiller Repairs and Upgrades – Contractor Recommendation

DATE: June 28, 2023

Sealed proposals were requested for the Sangamon Hall Chiller Repairs and Upgrades Project and were received at the Construction Manager’s Office on June 6th. The scope of the project includes upgrading control panel, wiring, sensors, and commissioning new controls for Chillers 1 and 2 in the lower level of Sangamon Hall South.

A tabulation of those proposals are as follows:

Contractor	Base Bid
Ruyle Mechanical Services Inc. Peoria, IL	\$151,340

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Sunday, May 21, 2023, edition of the State Journal Register.

This project’s budget was originally approved as a FY22 PHS project in the amount of \$64,004, the original budget was increased with FY23 Small Project funded with Excess PHS in the amount of \$30,000 for a revised project budget of \$94,004. The bids received came in higher than originally anticipated due to ongoing COVID related inflation. The project has exceeded the revised budget as follows:

Project Engineering Fee	\$8,900
Advertising	\$500
Base Bid (listed above)	\$151,340
Project Contingency	\$7,600
Revised Budget Total	\$168,340

The \$74,336 increase in the project budget will be funded by Excess PHS funds.

Budget Impact:

Total Funds Requested: \$158,940
(\$151,340 Bid Amount + \$7,600 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 \$151,340 from Ruyle Mechanical Services Inc. and to establish a project contingency in the amount of \$7,600, for an aggregate amount of \$158,940 to complete the Sangamon Hall Chiller Repairs and Upgrades Project at LLCC's Main Campus.

III. Action Agenda

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Position Vacancies and Hires
DATE: June 28, 2023

POSITION VACANCIES

Classified

Administrative Assistant to the Dean, English & Humanities (FT)
Facilities Office Coordinator (FT)
Help Desk Specialist II (FT)
Program Assistant, Open Door WEI (FT)
Program Assistant, PATH Program (FT)

Professional

Academic Success Professional (FT)
Nursing Retention Specialist (FT)
Student Records Evaluator (FT)
Student Success Coach I (FT)

Administrator

Director, Adult Education & Literacy (FT)

Full Time Faculty

Air Conditioning, Refrigeration, and Heating Instructor
Basic Nurse Assistant Instructor
Biology Instructor
Diesel Technologies Instructor
Integrated Media Design Instructor

NEW HIRE

Tavis Lawson	Network Administrator	06/12/2023
Ashanti Briana Taylor	Human Resources Associate	06/01/2023

TRANSFER

John Moore	Duplication & Mail Center Technician	06/01/2023
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MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: June 28, 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

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

Our recommendation is before you tonight.

PHS Projects – FY23

Main Campus Exterior Lighting Upgrade Phase 3

The project is under way.

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

Bids were received but are well over budget. We are in the process of re-evaluating scope to determine next steps for this project.

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 and installed by the contractor. This is the last generator that needed to be installed.

Exterior Door Security Upgrades

Project bids were due and opened at CDB on 5/2/23. We have signed the Recommendation to Award Contracts (CDB form) and committed additional funds (see 5/24/23 memo) and 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 have not heard from CDB since that time on the status of this project.

Capital Renewal

Renovate and Expand Student Services (CDB Managed)

The project is under way. A majority of the abatement/demolition work is complete and installation of walls has begun.

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

Gleckler

Kreher Greenhouse – (Informational Item)

We anticipate this project to be complete in the near future. The work left to be completed is electrical and is delayed due to a lead time issue with the electrical panel and breakers.

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

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

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 have submitted a budget and project narrative to HUD and are awaiting their review/response.

AGENDA MASTER CALENDAR

<p style="text-align: center;">JULY 2023</p> <ul style="list-style-type: none"> • FY24 Tentative Budget • Board Meeting 7/26/23 	<p style="text-align: center;">AUGUST 2023</p> <ul style="list-style-type: none"> • Board Meeting 8/23/23 	<p style="text-align: center;">SEPTEMBER 2023</p> <ul style="list-style-type: none"> • Budget Adoption/Public Hearing • Fall Adjunct Faculty Listing • Board Meeting 9/27/23 	<p style="text-align: center;">OCTOBER 2023</p> <ul style="list-style-type: none"> • PHS Projects • Board Meeting 10/25/23
<p style="text-align: center;">NOVEMBER 2023</p> <ul style="list-style-type: none"> • Financial Audit Review • Board Meeting 11/15/23 	<p style="text-align: center;">DECEMBER 2023</p> <ul style="list-style-type: none"> • Adopt CY23 Property Tax Levy • Board Meeting 12/11/23 	<p style="text-align: center;">JANUARY 2024</p> <ul style="list-style-type: none"> • Spring Adjunct Faculty Listing • General Obligation Alternate Bond Levy Abatement • Board Meeting 1/24/24 	<p style="text-align: center;">FEBRUARY 2024</p> <ul style="list-style-type: none"> • Sabbatical Leaves • Approval of Faculty Positions • Faculty Tenure & Continuing Employment Recommendations • Board Meeting 2/28/24
<p style="text-align: center;">MARCH 2024</p> <ul style="list-style-type: none"> • Administrative Positions • Board Meeting 3/27/24 	<p style="text-align: center;">APRIL 2024</p> <ul style="list-style-type: none"> • Seating of Student Trustee • Foundation Gala • Board Meeting 4/24/24 	<p style="text-align: center;">MAY 2024</p> <ul style="list-style-type: none"> • Student Recognition • Employee Recognition • Commencement 5/17/24 • Board Meeting 5/22/24 	<p style="text-align: center;">JUNE 2024</p> <ul style="list-style-type: none"> • Summer Adjunct Faculty Listing • Budget Workshop • Board Meeting 6/26/24

V. Strategic Discussion