LLCC
Board of Trustees
Regular Meeting
August 24, 2011

Cinda Edwards, Chair

Justin Reichert, Vice Chair

Craig Findley, Secretary

Kent Gray

Andy Ramage

Wayne Rosenthal

Jerry Wesley

Frank Hopper, Student Trustee

Charlotte Warren, President

BOARD OF TRUSTEES
LINCOLN LAND COMMUNITY COLLEGE
ILLINOIS COMMUNITY COLLEGE DISTRICT #526

AGENDA
REGULAR MEETING

Wednesday, August 24, 2011
5:00 P.M.
Lincoln Land Community College
Robert H. Stephens Room

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F. Report from Professional Staff
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I. Secretary's Report
J. Foundation Report
K. Other Board Members' Reports

V. Strategic Discussion

VI. Executive Session

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VIII. Adjournment

I. Preliminary Matters

AGENDA ITEM I.D.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Introduction of New Faculty Members

DATE: August 24, 2011

Dr. Eileen Tepatti will introduce new members of the Lincoln Land faculty to you. The new faculty members are:

- Anthony DiMaggio, Political Science (POS)
- Joseph Hoff, Spanish (SPA)
- Edward Myers, English (ENG)
- John Ratliff, Surgical Technology (SGT)
- Judy Reents, Certified Nursing Assistant (CNA)

II. Consent Agenda

AGENDA ITEM II.A

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

The regular meeting of the Board of Trustees of Lincoln Land Community College, Illinois Community College District #526 was held on Wednesday, July 27, 2011 at 5:10 p.m. with Chairman Edwards presiding.

I. Preliminary Matters

A. Roll Call

Members present were Mr. Reichert, Mr. Rosenthal, Mr. Wesley, Ms. Edwards and Mr. Ramage. Mr. Findley, Mr. Gray and Mr. Hopper were absent.

B. Pledge of Allegiance

Chairman Edwards led the audience in the pledge of allegiance.

C. Adoption of Agenda of the July 27, 2011 Meeting

MOTION NO. 07-27-11-1:

Mr. Wesley moved to adopt the agenda of the July 27, 2011 meeting. Mr. Reichert seconded.

Those members voting aye were Mr. Reichert, Mr. Rosenthal, Mr. Wesley, Ms. Edwards and Mr. Ramage. PASSED

Mr. Gray joined the meeting at 5:13 p.m.

D. Introductions and Recognitions

Dr. Warren presented Mr. Ramage a recognition plaque in appreciation of his recently completed term as Board Chairman.

E. Hearing of Citizens – None

II. Consent Agenda

MOTION NO. 07-27-11-2:

Mr. Reichert moved to:

- approve the minutes of the Regular Meeting of June 22, 2011;
- approve the minutes of the Special Meeting of June 22, 2011;
- ratify payments of weekly checks issued during June 2011;
- approve the purchase of various custodial paper products as specified in Invitation to Bid #FY2012-2 from the lowest acceptable bidders at the prices indicated;
- approve the purchase of storeroom envelopes and paper from the lowest responsible bidders at the prices indicated as specified in Invitation to Bid #FY2012-1 at total estimated cost of $45,331.15;
- approve the purchase of ink and toner cartridges from Bradfields, Inc.;
- approve the purchase of Document Imaging Software from Perspective Software at a cost of $53,346;
- approve the annual maintenance contract for the Colleague System software at a total cost of $202,903.25;
- approve the annual contract for the Blackboard Enterprise System at a total cost of $63,600;
- ratify the grant submission to Illinois Department of Human Services in the amount of $17,161, ratify submission to the Bill and Melinda Gates Foundation in the amount of $20,000;
- ratify the listed change order in the amount of $3,983.87 for the A. Lincoln Commons project as presented; and
- approve the lowest responsible bid in the amount of $41,385 by B & B Electric, Inc. and to establish a 10% contingency in the amount of $4,139.

Mr. Rosenthal seconded.

Those members voting aye were Mr. Gray, Mr. Reichert, Mr. Rosenthal, Mr. Wesley, Ms. Edwards and Mr. Ramage. PASSED

III. Action Agenda

A. Policies - none

B. Academic Services Division - None

C. Student Services Division Items – None

D. Administrative Services Division Items

1. Tentative Fiscal Year 2012 Budgets

As required by law the LLCC 2012 Tentative Operating Budget must be available for public review at least 30 days prior to its adoption. Vice President Vertrees stated there have been no changes to the 2012 Tentative Operating Budget since the Budget Workshop on June 22, 2011. The College anticipates presenting the final Operating Budget in September for adoption, which may at that time include possible revisions based on enrollment, state funding, etc.

MOTION NO. 07-27-11-3:

Mr. Gray moved to place on file for at least thirty days, for public review, the Tentative Fiscal Year 2012 Operating Budget. Mr. Reichert seconded.

Those members voting aye were Mr. Gray, Mr. Reichert, Mr. Rosenthal, Mr. Wesley, Ms. Edwards and Mr. Ramage. PASSED

2. ICCB Application for Surgical Technology and CNA Suite

Per State statute which requires ICCB approval of all major construction projects, this application seeks approval to renovate the east side of the current Workforce Development Resource Center into a suite of classrooms, office and labs for the new Surgical Technology Program and current CNA Programs.

MOTION NO. 07-27-11-4:

Mr. Reichert moved to submit the attached construction project application. Mr. Gray seconded.

Those members voting aye were Mr. Gray, Mr. Reichert, Mr. Rosenthal, Mr. Wesley, Ms. Edwards and Mr. Ramage. PASSED

E. Information Technology Systems Items - None

F. Workforce Development and Community Education Items – None

G. Executive Division Items - None

IV. <u>Information Items</u>

A. Staff Reports

1. Academic Services - None

2. Student Services – None

3. Administrative Services

   a. Position Vacancies and Hires

An amended copy of this agenda item is presented for review. Dr. Warren indicated several of the published positions are close to completion and should be filled by the August Board meeting.

   b. Construction Progress Update

Paved parking lots have been completed at the Workforce Careers Center and equipment installation will begin in August. Construction of the LLCC Jacksonville classrooms and offices is approximately 90% complete. The New Storage Building on the main campus is basically finished.

4. Information Technology Systems – None

5. Workforce Development and Community Education – None

6. Executive Division

   a. Review of Agenda Master Calendar

Dr. Warren reminded Board members that the Annual Board Self Evaluation process will commence following the regularly scheduled September 28 Board of Trustees meeting.

B. President's Report

The summer semester brings a closing of financial records for the College, with Auditors present on campus.

A new partnership with the Illinois Grape Growers and Vintners Association was announced on June 27. In conjunction with this new partnership LLCC hosted the

three-day Illinois State Fair Wine Competition as the first event of this partnership. LLCC's Community Learning Department is currently developing workshops/classes for winemakers and wine enthusiasts.

The July 6 Recruitment Summer Open House, showcased in the A. Lincoln Commons, had a record number of 185 attendees.

The 8th Annual Motorsports Club Show on July 8 included 250 cars, trucks and motorcycles, competing in 40 classes. The event was well attended and two Automotive Technology Student Scholarships will be awarded from this year's proceeds.

Lieutenant Governor Sheila Simon chose LLCC's campus to hold her first meeting of the Governor's Rural Affairs Council on July 13. The meeting was hosted by LLCC's Green Center and included desserts prepared from local foods by LLCC Culinary students.

Dr. Warren, LLCC Trustees, instructors and students in the HIRE Education Construction Program were invited to attend an outdoor reception at the Illinois Executive Mansion recognizing those who assisted in building a beautiful pergola and several large planters for the Mansion's new Signature Garden.

LLCC Occupational Therapy Assistant students assisted in providing free health screenings on Friday, July 22 at the "Passport to Wellness" which was held at Senior Services of Central Illinois. 65 Seniors participated and were very appreciative of the LLCC students.

College for Kids is in its third and final week with approximately 244 participants. Earlier this week, Dr. Warren and Dr. Jozaitis enjoyed a lunch prepared by "Kids in the Kitchen" students. This year, College for Kids experienced the highest number of volunteers from area high schools helping out and also recorded the largest number of special needs students participating in the program.

LLCC's Agriculture Department once again planted several fields of sweet corn for faculty and staff to pick. "Plant-a-Row", which is a local organization, has been invited to pick the remainder of the sweet corn which they will distribute to local food banks.

The grassy area between Shepherd Road and Sangamon Hall is in the process of being converted to a natural prairie grass and plant area. Planting of native Illinois prairie grass and plants will begin in late fall. This area will promote a sustainable, natural environment on the main campus and also provide a valuable teaching and learning environment for LLCC faculty and students.

Ms. Sharon Beeler, in her new position Director of Student Rights and Responsibilities, was recently certified by the Donald Gehring Academy of Student Conduct.

C. Report from Faculty Senate - None

D. Report from Faculty Association - None

E. Report from Classified Staff - None

F. Report from Professional Staff - None

G. Report from Facilities Services Council - None

H. Chairman's Report

Ms. Edwards reported that Mr. Findley has been investigating LLCC re-districting options and may be able to provide information at the August meeting.

I. *Secretary's Report* - None

J. Foundation Report - None

Ms. Sanders reported the LLCC Foundation ended their fiscal year in good shape with nearly 1 million dollars in contributions. They look forward to beginning a new year.

K. Other Board Members' Reports - None

V. <u>Strategic Discussion</u>

A. Informational Presentation Regarding Goals 4 and 5 of the Strategic Plan

Ms. Bergeron explained the information presented on Goals 4 and 5 is based on FY 2010 data. Ms. Bergeron reviewed Goal 4, Community Engagement which encompassed the areas of Community Participation, Faculty Engaged Service Learning and Non-Credit Community Education.

Vice President Vertrees reviewed Goal 5, Financial Strength, providing information on Revenue Contribution Rates, which include Local, State and Student Revenue Contributions. Mr. Vertrees then reviewed data on College Costs by Function/Object and Demand Ratios.

VI. Executive Session

MOTION NO. 07-27-11-5:

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

Those members voting aye were Mr. Gray, Mr. Reichert, Mr. Rosenthal, Mr. Wesley, Ms. Edwards and Mr. Ramage. PASSED

VII. Actions from Executive Session

MOTION NO. 07-27-11-6:

Mr. Gray moved to approve and release the closed session minutes of the following Board meetings (except for portions of such minutes that have been redacted for the reason that the need to maintain confidentiality continues to exist):

the regular Board meeting of January 26, 2011;
the regular Board meeting of February 23, 2011;
the regular Board meeting of March 23, 2011;
the regular Board meeting of April 27, 2011;
the regular Board meeting of May 25, 2011; and
the regular Board meeting of June 22, 2011.

Mr. Reichert seconded.

Those members voting aye were Mr. Gray, Mr. Reichert, Mr. Rosenthal, Mr. Wesley, Ms. Edwards and Mr. Ramage. PASSED

MOTION NO. 07-27-11-7:

Mr. Gray moved to extend non-disclosure of the recordings of the closed session portions of the Board's regular meetings set forth below for the reason that the need to maintain confidentiality continues to exist, and to authorize and direct the Board Secretary to destroy such recordings on or after the identified dates:

Regular Board meeting of January 26, 2011, authorized destruction date – July 27, 2012;
Regular Board meeting of February 23, 2011, authorized destruction date – August 24, 2012;
Regular Board meeting of March 23, 2011, authorized destruction date – September 24, 2012;
Regular Board meeting of April 27, 2011, authorized destruction date – October 28, 2012;
Regular Board meeting of May 25, 2011, authorized destruction date – November 26, 2012; and
Regular Board meeting of June 22, 2011, authorized destruction date – December 23, 2012.

Mr. Reichert seconded.

Those members voting aye were Mr. Gray, Mr. Reichert, Mr. Rosenthal, Mr. Wesley, Ms. Edwards and Mr. Ramage. PASSED

MOTION NO. 07-27-11-8:

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

Those members voting aye were Mr. Gray, Mr. Reichert, Mr. Rosenthal, Mr. Wesley, Ms. Edwards and Mr. Ramage. PASSED

VIII. Adjournment

The meeting adjourned at 7:05 p.m.

_____
Chairman Edwards

_____
Secretary Findley

AGENDA ITEM II.A

CAPITAL PROJECT APPLICATION FORM
(*One Application Form Per Project*)

District/College and District #: Lincoln Land Community College
Contact Person: Richard Vertrees Phone: 217-786-2253
Project Title: Surgical Technology and CNA Suite
Project Budget: $ 732,600 ( )check* here if the proposed project to be financed with a combination of local, state, federal, foundation gifts, etc. and disclose on funding attachment 2
Date: 7/27/2011

Application Type (check the appropriate application type and follow instructions):

____ Locally Funded New Construction–complete/submit Sections I and II.
__X_ Locally Funded Remodeling–complete/submit Sections I and III.
____ Locally Funded New Construction and Remodeling—complete/submit Sections I, II and III.
____ Protection, Health and Safety—complete/submit Section I and Attachment PHS.
____ Capital Renewal Project—complete/submit Section I and the Architect Recommendation form.
____ ADA Project – complete/submit Section I, Attachment ADA, and Architect Recommendation Form.

Section I (submit for ALL project approval requests)

A. Board of trustees action—attach a copy of the local board's resolution and certified minutes

B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)

C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)

D. Board of trustees approved budget (*use the appropriate format on Attachment #1)*

E. Funding source (*use the appropriate format on Attachment #2*)

Section II

A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes _____ No _____

If no, please update your District's Site and Construction Master Plan and submit to the ICCB.
Anticipated date of completion _____

B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)

C. Has the site been determined professionally to be suitable for construction purposes? Yes ___ No ____

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)
Architect and Engineer Assessment of the site indicates it is suitable for construction

Section III

A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

Square Footage Summary

District/College Name: Lincoln Land Community College Dist. No. 526

Project Name: Surgical Technology and CNA Suite

Net Assignable Square Feet

Remodeled Square Footage

Classrooms	1,931
Laboratories	2,564
Offices	1,430
Study	
Special Use	
General Use:	
Assembly and Exhibition	
Support	320
Other	
Total NASF	6,245
Total Gross Square Feet (GSF)	7,350
Efficiency (NASF/GSF)	**85%**

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

Lincoln Land Community College has recently added Surgical Technology to our programs available for students, creating a need for a Surgical Technology Lab. In order to serve the students enrolling in this program, dedicated instructional space will be required.

In order to reduce operating expenses, we have also closed our attendance center in East Springfield, which has created a need for an additional CNA Lab on our main campus. Our current CNA lab is insufficient to handle the additional volume of students.

Scope of Work

Provide an explanation of the specific work to be performed as part of this project.

The space most recently occupied by the Illinois Community College Board, as well as other offices most recently rented to tenants or in use by LLCC, will be renovated with existing partition walls removed, utilities will be relocated, and new partition walls constructed. The space will be reconfigured into classrooms, labs, and offices to support the Surgical Technology and Certified Nurse Assistant Programs.

AGENDA ITEM II.A

Attachment #1
Project Budget

Check One:
G New Construction
X G Remodeling

Project Name: Surgical Technology and CNA Suite

	Budget Amounts	
	New Construction	Remodeling
Land		N/A
Site Development		N/A
Construction (including Fixed Equipment)		480,000
Mechanical		60,000
Electrical		60,000
General Conditions		
Contingency (10%)		60,000
A/E Professional Fees		72,600
Total		732,600

Attachment #2
Funding Source

District/College Name: Lincoln Land Community College

Project Name: Surgical Technology and CNA Suite

Check the source(s) of funds:

Available fund balance (Including excess funds from previously approved protection, health, and safety projects)	X Fund name(s) – **Infrastructure Fees**
Bond Proceeds (including protection, health, and safety bonds)	Type of bond issuance(s):
Protection, Health, and Safety Tax Levy (ILCS 805/3-20.3.01)	Tax rate/fiscal year:
Contract for Deed (ILCS 805/3-36)	Term of Contract for Deed in months:
Lending Arrangement with a Financial Institution (ILCS 805/3-27)	Term of Lending Arrangements in months:
Lease Agreement (ILCS 805/3-38)	Term of Lease in months:
Capital Renewal Funding	Proposed Fiscal Year Source(s):
ADA Access for All Funding	Proposed Fiscal Year Source(s):

AGENDA ITEM II.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Employment Recommendations

DATE: July 27, 2011

We recommend the following personnel actions:

FACULTY

A. Retirements

NAME	POSITION	DEPARTMENT	EFFECTIVE DATE
Michelle Coakes	Professor, Art	Arts & Humanities	12/31/19

B. Approve the employment, pending the successful outcome of the criminal background check and drug screen, of Mr. John Ratliff as Surgical Technology Instructor. Mr. Ratliff has a BS in Adult Education from Bellevue University and is a Certified Surgical Technologist. He has been a surgical technology instructor for over eight years and is presently the Department Chair at York Technical College in Rock Hill, South Carolina. His employment would be effective August 18, 2011 and placement would be on the Bachelors Column, Step 10 of the 2011-12 faculty salary schedule. A copy of Mr. Ratliff's resume is attached.

AGENDA ITEM II.B

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratify Payment of Weekly Checks and the June and July Treasurer's Report

DATE: August 24, 2011

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 Check Register of weekly accounts payable checks issued during July 2011 (payments for purchase order payments, equipment, supplies, lease payments, maintenance agreements, travel, employee reimbursements, membership dues, subscriptions, club vouchers, 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 months ending June 30, 2011 and July 31, 2011.

MOTION: **Ratify payments of weekly checks issued during July 2011 and ratify, subject to audit, the June 30, 2011 and July 31, 2011 Treasurer's Report.**

Vertrees/Longhta

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: August 24, 2011

Name	Meeting	Location	Date	Account	Amount
Bates, Julie	SENCER Summer Institute	Indianapolis, IN	July 21-25, 2011	Professional Development	$710
Kirsch, Kevin	SDS/Z Training (CAD Training)	Lincoln, NE	August 8-11, 2011	Faculty Allocation	$527
Meador, Craig	Tactical Support for Executive/Close Protection	Fort Wayne, IN	August 24-26, 2011	Professional Development	$541
Wagenblast, Judy CEW-120-40B, CEW-120-ALL2 *(15 students)*	Discovery Day: Mississippi River Ramblin	Louisiana, MO	August 6, 2011	Class Trip	$1,170*

* *Student Fees*

Vertrees/Carey

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: August 24, 2011

Name	Meeting	Location	Date	Account	Amount
Academy of Lifelong Learning, LLL-108-X01 A & B *(approx 50 students)*	Wander on Wednesdays - Kimmswick	Kimmswick, MO	September 21, 2011	Class Trip	$2,771*
Bergeron, Iva	Campus Technology Forum	Long Beach, CA	September 26-30, 2011	Administrative	$1,712
Dunn, Bobette	Campus Technology Forum	Long Beach, CA	September 26-30, 2011	Professional Development	$1,862
Edwards, Cinda	ACCT Annual Leadership Congress	Dallas, TX	October 12-15, 2011	Trustee	$1,700
Findley, Craig	ACCT Annual Leadership Congress	Dallas, TX	October 12-15, 2011	Trustee	$1,700
Gray, Kent	ACCT Annual Leadership Congress	Dallas, TX	October 12-15, 2011	Trustee	$1,700
Hopper, Frank	ACCT Annual Leadership Congress	Dallas, TX	October 12-15, 2011	Trustee	$1,700
Howerter, Wendy	National Institute for Women in Trades, Technology & Science	Emeryville, CA	October 13-14, 2011	Administrative	$1,445

Vertrees/Carey

Maskey, Cynthia	NLNAC Accredit Visit	Hartford, CT	October 10-13, 2011	Administrative	$0
Ramage, Andrew	ACCT Annual Leadership Congress	Dallas, TX	October 12-15, 2011	Trustee	$1,700
Reichert, Justin	ACCT Annual Leadership Congress	Dallas, TX	October 12-15, 2011	Trustee	$1,700
Rosenthal, Wayne	ACCT Annual Leadership Congress	Dallas, TX	October 12-15, 2011	Trustee	$1,700
Shull, Al	National Assoc. of Schools of Art & Design	Seattle, WA	October 12-15, 2011	Faculty Development & Faculty Allocation	$2,096
Wagenblast, Judy, Ramirez-Campbell, Christine, See, Jasmine, CEW-120-01 A & B, CEW-120-ALL4 *(approx. 30 students)*	Autumn in Wisconsin Architecture & Art	Milwaukee, WI	September 8-9, 2011	Class Trip	$6,010*
Warren, Charlotte	ACCT Annual Leadership Congress	Dallas, TX	October 12-15, 2011	Administrative	$1,700
Wesley, Jerry	ACCT Annual Leadership Congress	Dallas, TX	October 12-15, 2011	Trustee	$1,700
Whalen, Thomas	National Assoc. of Schools of Art & Design	Seattle, WA	October 12-15, 2011	Faculty Development & Faculty Allocation	$1,610

* *Student Fees*

AGENDA ITEM II.D.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratification of Transfer to Restricted, Auxiliary and Operations and Maintenance Restricted Fund

DATE: August 24, 2011

The Public Community College Act provides authorization for the permanent transfer of funds in the Operation and Maintenance Fund to the Operations and Maintenance Restricted Fund.

At the February 28, 2007 meeting of the Board of Trustees, the establishment of a $3.50 per credit hour infrastructure fee was approved to support the infrastructure needs of the college. A transfer was made at June 30th for the collected and unspent infrastructure fee revenues in FY 2011 in the amount of $528,697 from the Operations and Maintenance Fund to the Operations and Maintenance Fund Restricted. In addition, $65,000 was transferred from the Operations and Maintenance Fund to the Operations and Maintenance Fund Restricted for minor campus renovation projects in progress, which will be completed after year end.

Program support for Workforce Development and Community Education programs and the Child Development Center was budgeted in the Education Fund in the FY 2011 Budget. A transfer of $288,053.42 was made at June 30th from the Education Fund to the Auxiliary Fund to include $129,051.42 for program support for Workforce and Community Education Programs and $159,002 to the Child Development Center.

Each year any unexpended technology fee funds are transferred to the Restricted Fund. The amount of unexpended technology funds transferred at year end was $99,116.

As discussed at the Board Budget Workshop, the FY 2011 Budget included a transfer of $100,000 from the Education Fund to the Restricted Fund to provide for replacement of institutional equipment and furnishings and $100,000 to

establish a restricted special initiative fund to provide seed money for program expansion.

In FY 2011, revenues exceeded expenditures in the Employee Benefit Fund by $160,161.27. As in past years, benefit funds were budgeted to provide sufficient revenues to allow departments to be charged an additional health insurance premium. As a result, $100,000 in additional premiums was charged to departments and the fund balance will increase by $260,161. The fund began the year with a surplus of $372,042 and will carry forward a positive balance of $632,202.

The Public Community College Act provides authorization for the permanent transfer of funds in the operating funds to the Restricted Fund, Auxiliary Fund and Operations and Maintenance Restricted Fund. In order to close out the books for auditing purposes, the transfers have been completed, and Board ratification is requested.

MOTION: **Move for ratification of the attached resolution permanently transferring $299,116 from the Education Fund to the Restricted Fund, $288,053.42 from the Education Fund to the Auxiliary Fund, and $593,697 from the Operations and Maintenance Fund to the Operations and Maintenance Restricted Fund.**

Vertrees/McGee

AGENDA ITEM II.D.1

RESOLUTION
AUTHORIZING THE TRANSFER OF THE FOLLOWING FUNDS

WHEREAS, the Board of Trustees of Community College District No. 526, Counties of Bond, Cass, Christian, DeWitt, Fayette, Greene, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Sangamon, Scott and State of Illinois budgeted for the transfer of funds; and

WHEREAS, the amount of FY 2011 budgeted education funds is $587,169.42.

WHEREAS, the amount of FY 2011 budgeted operation and maintenance funds is $593,697.

WHEREAS, the Public Community College Act provides authorization for the transfer of excess funds in the Operating Funds to the Restricted Fund, Auxiliary Fund and Operations and Maintenance Restricted Fund: and

NOW, THEREFORE BE IT RESOLVED, that the Treasurer of this District is hereby directed to transfer $299,116 from the Education to the Restricted Fund, $288,053.42 from the Education to the Auxiliary Fund, and $593,697 from the Operations and Maintenance Fund to the Operations and Maintenance Restricted Fund.

Signature _____
(Board Chair)

Witness _____
(Board Secretary)

Vertrees/McGee

AGENDA ITEM II.E.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Furniture for Workforce Careers Center

DATE: August 24, 2011

As the completion of the Workforce Careers Center begins to draw near, there is a need to furnish specific areas of the building.

We are seeking Board approval to purchase the necessary furniture for the restaurant area from Wiley Office Equipment, Springfield, IL at a total delivered and installed cost of $24,132.76, and for the lobby area from Midwest Office Solutions, Springfield, IL at a total delivered and installed cost of $6,283. Quotations were sought from these companies.

Space	Description of Item	Total Delivered Cost
Lobby Area (1002)	Club Chair (4), 2-Seat Sofa (1), Table (2)	$ 6,283.00
Restaurant Area (1201)	Rectangle to Round Table (7), Rectangle Table (8), Chairs (40)	$24,132.76

Budget Impact:

Total Funds Requested: $30,415.76
Source of Funds: Funding Bonds
Projected Revenue: n/a
Projected Savings: n/a

Vertrees/Green/Carey

AGENDA ITEM II.E.1

Student Learning Impact:

How will proposed agenda item impact student learning? n/a

How will proposed agenda item be measured?
By purchasing adequate furnishings.

MOTION:	**Move to approve purchases of furniture for the Lobby and Restaurant areas from the designated vendors at the cost indicated.**

Vertrees/Green/Carey

AGENDA ITEM II.E.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Purchase for Culinary Program in Workforce Careers Center

DATE: August 24, 2011

As we move forward with the construction of the Workforce Careers Center, there is a need to purchase small items and chinaware for the kitchen area as these items are intricate parts of the learning process for our culinary program. The culinary program will provide a full range of credit and non-credit classes for students, as well as programs for the community.

We are seeking Board approval to purchase the necessary small items and chinaware at a total delivered cost of $111,376.87. The small items are from US Foods and available through US Communities. Quotations were sought on the chinaware.

GRECO	**$18,687.96**
(8 dz.) glass, flute; (8 dz.) jigger, glass; (8 dz.) glass, martini; (12 ea) decanter/carafe; (12 dz.) glass, water; (3 dz.) bowl, 8" x 5 7/8 ", oval; (12 dz.), bowl, spoon bowl; (12 dz.) plate; (12 dz.) pasta bowl; (12 dz.) plate, 12 1/4", shape; (2 dz.) bowl, 11 3/4 oz., with cover; (2 dz.) coffee/tea pot; (3 dz.) saucer; (3 dz.) cup, 7 1/2 oz; (12 dz.) plate, 6 1/4", shape; (1 dz.) creamer, 5 oz., handled; (3 dz.) espresso saucer, 4 3/4"; (12 dz.) plate, 10 5/8", shape; (3 dz.) espresso cup, 3 oz; (9 dz.) teaspoon; (9 dz.) spoon, bouillon; (9 dz.) spoon, iced tea; (9 dz.) fork, dinner; (9 dz.) fork, salad; (9 dz.) knife, dinner; (9 dz.) knife, bread/butter knife; (9 dz.) knife, dinner; (8 dz.) wine glass, 22 oz; (4 dz.) wine glass, 13 1/2 oz.	

Vertrees/Green/Carey

US FOODS $92,688.91
(40 ea) stool; (1 ea) condiment dispenser; (1 ea) bowl, (5 ea) server; (6 ea) pastry tongs; (12 ea) mini tong, jagged edge, (2 ea) organizer; (10 ea) rest upright; (10 ea) pitcher; (6 ea) food blender; (1 ea) equipment stand; (1 ea) dough divider; (1 ea) dough sheeter; (8 ea) food processor; (4 ea) food processor accessories; (4 ea) food processor, clear bowl; (4 ea) replacement lid; (1 ea) meat grinder; (1 ea) batch freezer, ice cream/yogurt; (20 ea) mixer, 5 qt; (1 ea) paco jet; (1 ea) sausage stuffer; (24 ea) scale, 5 lbs; (1 ea) scale, 16 lb; (2 ea) smoker; (5 ea) apple corer; (10 ea) bain marie pot, 6 piece; (5 ea) bain marie pot, 6 piece; (10 ea) scraper; (40 ea) bowl, mixing, 8 qt; (5 ea) bowl, mixing, 20 qt; (40 ea) bowl, mixing, 3/4 qt; (40 ea) bowl, mixing 3 qt; (2 ea); twine; (3 ea) strainer, 12” fine; (3 ea) strainer, course; (5 ea) strainer, fine mesh; (10 ea) knife, clam; (20 ea) rack, cooling, 10x18x3/4; (20 ea) rack, cooling, 8 13/16x11 1/4; (2 ea) cutter set, 7 piece; (2 ea) cutter set, round; (2 ea) cutter set, fluted round; (30 ea) cutting board, 18x24x1/2; (4 ea) egg slicer; (20 ea) spatula, 12”; (3 ea) food mill; (2 ea) butane fuel; (5 ea) funnel, 1 pint; (5 ea) funnel, 1 quart; (7 ea) grater; (2 ea) grinder; (40 ea) steam table pan, 1/3 size; (20 ea) steam table pan, 1/2 size; (20 ea) steam table pan, 1/2 size; (40 ea) steam table pan, 1/6 size; (20 ea) steam table pan, full size, 2 1/2 deep; (20 ea) steam table pan, full size, 4” deep; (6 ea) chilling paddle; (20 ea) ladle, 20 oz.; (20 ea) ladle, 4 oz.; (10 ea) ladle, 8 oz; (4 ea) mandolin, 60 blade; (36 ea) spoons, measuring; (15 ea) microplane zester; (6 ea) mold, round bottom; (6 ea) mold, triangular, 14”; (10 ea) knife, oyster; (10 ea) pan, casserole 7 qt; (30 ea) induction sauce pan, 2 1/4 qt; (30 ea) induction sauce pan, 4 1/4 qt; (15 ea) induction sauce pan, 7 qt; (5 ea) induction sauté pan, 7 qt; (35 ea) induction sauté pan, 4 1/2 qt; (10 ea) induction sauté’ pan, 2 1/4 qt; (40 ea) bun pan, full size; (25 ea) bun pan, 1/2 size; (5 ea) roaster, 24x18x4 1/2; (10 ea) cutter, French; (4 ea) pasta pot, insert; (2 ea) pasta machine, w/o cutters; (10 ea) brush, 2: (6 ea) pate mold; (8 ea) steam table pan, perforated full; (8 ea) steam table pan, full, 4” deep; (8 ea) steam table pan, 1/2” deep; (10 ea) induction stock pot, 17 1/2 qt; (2 ea) salad/vegetable dryer; (10 ea) pan, fry, 12 1/2”; (15 ea) pan, fry, 9 1/2”; (5 ea) skimmer, 7” round mesh; (5 ea) skimmer, wire mesh, 6” sq; (10 ea) spatula, solid; (10 ea) stringer, mesh, 5 1/2”; (7 ea) sieve; (5 ea) tomato corer; (20 ea) tong, 12”; (10 ea) tong, 16”; (5 ea) pro-cook butane torch; (1 ea) twine holder; (10 ea) French whip, 10”; (18 ea) French whip, 12”; (18 ea) French whip, 16”; (4 ea) French whip, 24”; (1 ea) air brush set; (20 ea) scraper, bench; (2 ea) bowl, zabaglione; (5 ea) bowl, 20 qt; (30 ea) brush, pastry 1”; (10 ea) cake stand; (50 ea) oval dish; (20 ea) cutting board, 18x24x1/2); (4 ea) densimeter; (5 ea) pan, French bread loaf; (2 ea) coffee grinder; (4 ea) bakers blade; (15 ea) dry measuring cup; (10 ea) plastic measuring cup, 1 gal;(10 ea) plastic measuring cup, 1 qt; (5 ea) microplane zester; (5 ea) pan extender, full size sheet; (5 ea) pan extender, half size sheet; (4 ea) pullman pan & lid; (40 ea) bun pan, full size; (25 ea) bun pan, 1/2 size; (10 ea) cake pan, 10”; (4 ea) pastry bag, disposable, 21” roll; (4 ea) pastry bag, disposable, 23 1/4x11; (5 ea) disher #100 squeeze, 1/3 oz; (5 ea) disher #16 squeeze, 2 oz; (5 ea) disher #40 squeeze 7/5 oz; (5 ea) disher #8 squeeze, 4 oz; (2 st) fork set, dipping; (25 ea) spatula, plastic, 13-1/2”; (2 st) rulers, 4 pc; (5 ea) baking sheet, pastry mold, flexible, 1 1/8x1-1/8x11 7/8”; (5 ea) baking sheet, pastry mold, flexible, 1x2x7/16”; (5 ea) baking sheet, pastry mold, flexible, 1 1/2x3/4x11 7/8”; (5 ea) baking sheet, pastry mold, flexible, 2 1/6x1 3/8x11 7/8”; (5 ea) baking sheet, pastry mold, flexible, bread mold size; (20 ea) baking mat, full; (20 ea) baking mat, half; (4 ea) strainer, fine mesh; (10 ea) strainer, mesh, 4.75”; (10 ea) sieve, 12” dia; (25 ea) tart mold, 8”; (10 ea) thermometer, confection; (10 ea) timer, 4 event quad; (10 ea) tong, 12”; (5 ea) piano whip, 18”; (5 ea) french whip, 16”; (15 ea) piano whip, 12”; (1 ea) chisel, gouge, 7/8”; (1 ea) chisel, straight, 3”; (1 ea) chisel, straight, 2”; (1 ea) chisel, straight, 2 1/4”; (1 ea) chisel, V shaped, 1/2”; (1 ea) chisel, V shaped, 1”; (1 ea) chisel, straight, 1 2/3”; (1 ea) chisel, V shaped, 1 1/4”; (1 ea) chisel, straight, 1 1/4.

AGENDA ITEM II.E.2

Budget Impact:

Total Funds Requested:	$111,376.87
Source of Funds:	Funding Bonds
Projected Revenue:	n/a
Projected Savings:	n/a

Student Learning Impact:

How will proposed agenda item impact student learning?
Quality equipment is being purchased to enhance our student's learning.

How will proposed agenda item be measured?
By improving the learning environment.

MOTION: **Move to approve the purchase of chinaware from Greco, Springfield, IL, at a total delivered cost of $18,687.96 and small items from US Foods, Streator, IL at a total delivered cost of $92,688.91.**

Vertrees/Green/Carey

AGENDA ITEM II.E.3

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Purchase of Hybrid Vehicles for Workforce Careers Center

DATE: August 24, 2011

As we move forward with purchasing specialized equipment for several different programs in the Workforce Careers Center, the automotive department has requested the need to purchase 1 (one) Ford Fusion Hybrid and 1 (one) Ford Escape Hybrid for its automotive program.

We are seeking Board approval to purchase a 2012 Ford Escape Hybrid at a total delivered cost of $30,350 and a 2012 Ford Fusion Hybrid at a total delivered cost $26,145 from Morrow Brothers Ford Inc., Greenfield, IL, utilizing the State of Illinois contract.

Budget Impact:

Total Funds Requested:	$56,495
Source of Funds:	Funding Bonds
Projected Revenue:	n/a
Projected Savings:	n/a

Student Learning Impact:

How will proposed agenda item impact student learning?
Quality equipment is being purchased to enhance our student's learning.

How will proposed agenda item be measured?
By improving the learning environment.

MOTION: **Move to approve purchase of 2012 Ford Escape Hybrid and 2012 Ford Fusion Hybrid from Morrow Brothers Ford Inc. at a total delivered cost of $56,495.**

Vertrees/Green/Carey

AGENDA ITEM II.E.4

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Fall and Winter Athletic Travel

DATE: August 24, 2011

The college recently sought bids to select one vendor to provide all transportation needs for Fall and Winter Athletic Travel. The Fall & Winter athletic teams consist of Men's Soccer, Women's Volleyball, Men's Baseball, Women's Softball, and Men & Women's Basketball. The required mode of transportation is a motor coach to accommodate 47 passengers and a driver. The following is a tabulation of that bid.

Vendor	Total Cost to Provide Transportation for Fall & Winter Athletic Travel
Cavallo Bus Lines Gillespie, IL	**$50,660.00**
Green River Lines Peru, IL	$80,857.30
Peoria Charter Coach Peoria, IL	$52,497.00

Budget Impact:

Total Funds Requested: $50,660
Source of Funds: Institutional Equipment Rental
Projected Revenue: n/a
Projected Savings: n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

By providing appropriate means of transport to off-campus athletic competitions for students participating on these athletic teams.

Vertrees/Riggle/Carey

AGENDA ITEM II.E.4

How will proposed agenda item be measured?
Transportation will be provided.

MOTION:	**Move to approve a purchase order to Cavallo Bus Lines, Inc. to provide transportation for our Fall and Winter Athletic Travel in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2012-3.**

Vertrees/Riggle/Carey

AGENDA ITEM II.E.5

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Purchase of Dell and Apple Computers

DATE: August 24, 2011

Board approval is requested to approve the purchase of 312 computers (294 PCs and 18 laptops) from Dell and 5 MACs from Apple for the Labs and Classrooms located throughout the LLCC-Springfield Campus, LLCC-Jacksonville Campus, LLCC-Litchfield Campus and LLCC Beardstown Campus.

Beardstown	Room 103, Room 105
Jacksonville	2 PCs
Litchfield	Room 101,111, Testing/Assessment
Main Campus – Logan Hall	Room 1116, 1133, 1136, 1140
Main Campus – Menard Hall	Room 2201, Room 2208
Main Campus – Sangamon Hall	Library Lamp Office Math Center Room 0014, 0102, 0105, 1124, 2309 Learning Lab - Special Needs/Writing Center
Main Campus – Millennium Center	Room 1117
Main Campus – Truck Driving Training	4 PCs

Budget Impact:

Total Funds Requested: $378,100
Source of Funds: Tech Fee
Projected Revenue: n/a
Projected Savings: n/a

Cruz

AGENDA ITEM II.E.5

Student Learning Impact:

How will proposed agenda item impact student learning?
Replacing the computers will provide faculty and students with critical up to date technology for improved student learning.

How will proposed agenda item be measured?
The effectiveness of student learning will be enhanced through new technology.

MOTION: Move to approve the purchase of 312 computers from Dell and 5 MACs from Apple at a total cost of $378,100.

Cruz

AGENDA ITEM II.E.6

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Purchase of ACT WorkKeys and KeyTrain Products

DATE: August 24, 2011

The ACT WorkKeys system includes on-line training, assessments and nationally recognized certification in work readiness and work-related basic skills. It includes Career Ready 101 Curriculum, the on-line tool used to improve skills and prepare for the WorkKeys tests. Completion of the WorkKeys tests provides students with a National Career Readiness Certificate (NCRC+), the national standard in certifying workplace skills. This system will be used to increase the overall readiness for work of LLCC district's workforce, improve the skills of LLCC Adult Education & Workforce Development students, as well as provide a tool for business and industry to increase the skills of incumbent employees. The ACT Career Ready 101 Curriculum tool will also help improve students' reading and math skills, better preparing them for GED and Accuplacer testing.

The ACT Career Ready 101 program, WorkKeys testing, and certification will be located on the Main Campus and at the Capital City Training Center, but will also be available to all LLCC education service areas. Additionally, it will be marketed to local business and industry. The WorkKeys system will provide evidence of individual and district-wide work-readiness skills.

We are seeking the Board's approval to enter into a three-year site license agreement with ACT to offer this curriculum tool at a total cost of $32,030. This cost includes:

- Two three-year site licenses for the ACT Career Ready 101 Curriculum, the complete interactive training system for career readiness, based on ACT WorkKeys
- Pre-paid account for tests and certificates for up to 400 students and clients
- Set-up for WorkKeys Internet version for testing at CCTC
- RegiSTAR account for CCTC for issuing WorkKeys certifications

AGENDA ITEM II.E.6

Lincoln Land Community College currently contracts with ACT for WorkKeys. Therefore, permission to order from this sole source provider is requested. Funding is provided by the 2012 Student Success Grant.

Budget Impact:

Total Funds Requested:	$32,030
Source of Funds:	Student Success Grant FY12
Projected Revenue:	n/a
Projected Savings:	n/a

Student Learning Impact:
How will proposed agenda item impact student learning?
Students will be better prepared for WorkKeys tests

How will proposed agenda item be measured?
Students should show improvement in retention

MOTION: Move to approve purchase of ACT WorkKeys and KeyTrain products at a total cost of $32,030.

Warren/Jozaitis/Buerkett

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: August 24, 2011

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

The Capital City Training Center has entered into two agreements with the Illinois Department of Transportation. CCTC will partner with Novatech to provide Microsoft end-user training to staff at their Springfield location. Approximately 60 employees will receive training. These training agreements are covered by the Master Education Agreement that LLCC holds with CMS.

No action required as the contracts are included under the CMS Master Education Agreement.

Vertrees/McGee

TRAINING CONTRACTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Contract Total	LLCC Admin Fee	Term
Contracts as information items under the CMS Master Education Agreement						
FY11 IDOT Springfield July BOA	The Capital City Training Center has entered into an agreement with the Illinois Department of Transportation (IDOT). CCTC will partner with Novatech to provide Microsoft end-user training to staff at their Springfield location. Approximately 60 employees will be trained.	Illinois Department of Transportation	Capital City Training Center	$4,250	$1,500	FY12
FY11 IDOT Springfield August BOA	The Capital City Training Center has entered into an agreement with the Illinois Department of Transportation (IDOT). CCTC will partner with Novatech to provide Microsoft end-user training to staff at their Springfield location. Approximately 60 employees will be trained.	Illinois Department of Transportation	Capital City Training Center	$4,900	$1,430	FY12
Totals:				**$9,150**	**$2,930**	

AGENDA ITEM II.F.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Microsoft Campus Software and Service Agreement with CDW-G

DATE: August 24, 2011

Board approval is requested for the renewal of our Microsoft Campus Software/ Server Agreement for one year through CDW-G as part of the Illinois Community College Consortium.

The software portion of the agreement covers all LLCC desktop computers including our labs. It also covers the use of Microsoft's Windows desktop operating systems, email, Microsoft Office, SharePoint portal, and Visual Studio development software for our faculty, staff, and students.

The server portion of the agreement covers all LLCC servers. This includes operation systems, email servers, the portal server, and database servers. The one year cost for the Software/Service agreement is $54,000.

Budget Impact:

Total Funds Requested:	$54,000
Source of Funds:	Operating Fund
Projected Revenue:	n/a
Projected Savings:	n/a

Student Learning Impact:

How will proposed agenda item impact student learning?
Microsoft software products are critical to the college operation. They are used to provide services to our students and are important tools for instruction.

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 annual Microsoft Campus Software and Server Agreements with CDW-G at a total cost of $54,000.**

cruz

AGENDA ITEM II.F.3

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: AT&T PremierServ Voice Hardware Maintenance

DATE: August 24, 2011

Board approval is requested to approve the annual maintenance contract with AT&T for the PremierServe Voice Hardware maintenance supporting our PBX phone system.

Budget Impact:

Total Funds Requested:	$32,000
Source of Funds:	Operating Funds
Projected Revenue:	n/a
Projected Savings:	n/a

Student Learning Impact:

How will proposed agenda item impact student learning?
This contract will insure that we receive proper maintenance from AT&T for our phone system and service our students well.

How will proposed agenda item be measured?
The maintenance contract minimizes phone system downtime.

MOTION: **Move to approve the annual maintenance contract for the PBX phone system with AT&T at a total cost of $32,000.**

Cruz

AGENDA ITEM II.G

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: August 24, 2011

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

LLCC Adult Education has submitted the Illinois Refugee and Immigrant Citizenship Initiative to the Bureau of Refugee and Immigrant Services. The grant funds will allow for the scheduling of citizenship preparation classes and workshops in Springfield and Beardstown.

The Springfield School District 186 has invited LLCC to continue our participation in the Grow Your Own Teachers Grant, funded by the Illinois State Board of Education. This grant consortium, led by Springfield School District 186, will work to identify para-educators and parents who have been leaders in schools with hard-to-staff positions and provide these individuals with financial and other support they will need to complete teacher preparation programs. The new teachers will then be placed in positions in the targeted schools.

The Workforce Development Divisions seeks ratification of the Highway Construction Careers Training Program. This contract is being administered by the Illinois Community College Board through a contract with the Illinois Department of Transportation. The LLCC program will provide training to minorities, women, previously incarcerated and low-income individuals that will prepare them for entry into the highway construction career area. The program is an 12-month program and will serve 45 participants.

MOTION: **Move to ratify the grant agreement with ICCB in the amount of $328,525 for the Highway Construction Careers Training Program.**

Vertrees/McGee

GRANT SUMMARY
August 2011

Grant Title	Brief Description	Grantor	LLCC Department / Program	LLCC Total Monetary Request	LLCC Match	Submitted	Term
Grants less than $10,000							
Springfield "Grow Your Own Teachers" Continuation Grant	The Springfield School District 186 has invited LLCC to continue our participation in the Grow Your Own Teachers Grant, funded by the Illinois State Board of Education. This grant consortium, led by Springfield School District 186, will work to identify para-educators and parents who have been leaders in schools with hard-to-staff positions and provide these individuals with financial and other support they will need to complete teacher preparation programs. The new teachers will then be placed in positions in the targeted schools.	Illinois State Board of Education	LLCC Social Sciences Department	$5,796	$0	Y	FY12
Illinois Refugee and Immigrant Citizenship Initiative	LLCC Adult Education has submitted the Illinois Refugee and Immigrant Citizenship Initiative to the Bureau of Refugee and Immigrant Services. The grant funds will allow for the scheduling of citizenship preparation classes and workshops in Springfield and Beardstown.	Bureau of Refugee & Immigrant Services/DHS	Adult Education	$8,947	$0	Y	FY12
Grants in excess of $10,000							
Highway Construction Careers Training Program	The Workforce Development Divisions seeks ratification of the Highway Construction Careers Training Program. This contract is being administered by the Illinois Community College Board through a contract with the Illinois Department of Transportation. The LLCC program will provide training to minorities, women, previously incarcerated and low-income individuals that will prepare them for entry into the highway construction career area. The program is an 12-month program and will serve 45 participants.	Illinois Community College Board	Workforce Development Division	$328,525	$0	Y	FY12
Total Submitted				**$343,268**	**$0**		

AGENDA ITEM II.I.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Workforce Careers Center Change Orders

DATE: August 24, 2011

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.

RFP/CO#	Description	Cost
053	Provide additional concrete, earthwork, storm sewer, waterproofing and site amenities for main building.	$93,268.00
054	Provide additional concrete, retaining wall, earthwork, guardrail and site amenities for patio west of building.	$56,939.00
055	Provide a base for the existing (outdoor) sculpture.	$13,706.00
056	Add expansion tank for water heaters.	$1,870.00
057	Provide 10 inch combustion air piping for boilers in lieu of 8 inch.	$3,425.00
058	Provide electrical outlets for vending machines.	$1,679.00
	Total:	$170,887.00
Amount of project contingency:		$1,617,500.00
Less previously approved change orders:		$608,605.00
Change orders presented for ratification:		$170,887.00
Less other consultant fees/permits to date:		$180,847.00
Amount of contingency remaining:		$657,161.00

Budget Impact:

Total Funds Requested: $170,887
Source of Funds: Debt Certificate/Funding Bond
Projected Revenue: n/a
Projected Savings: n/a

Vertrees/Garvey

AGENDA ITEM II.I.1

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 aggregate amount of $170,887 for the Workforce Careers Center project as presented.**

Vertrees/Garvey

AGENDA ITEM II.I.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Workforce Architect Modification for LEED Implementation

DATE: August 24, 2011

At the August 2010 Board of Trustees meeting, the Board approved moving forward with seeking LEED Silver Certification for the Workforce Careers Center. In October 2010 of this year the Board approved PSA-Dewberry's request for a modification to their Agreement in the amount of $90,000 to provide a feasibility study based upon LEED version 2.2 for which the College has registered the project. This study is now complete.

In order to achieve the implementation of LEED 2.2 Silver Certification, additional services will be required of PSA-Dewberry (as well as the General Contractor). These services include Fundamental Commissioning, coordination of the commissioning, update of the energy model, modifications to the Contract Documents, preparation of all LEED documentation for identified points, submission of necessary documents to the USGBC and other services outlined in their proposal. PSA-Dewberry is requesting an additional $65,000 for these services, many of which have already been provided in order to keep the project on track. Tonight we are asking for your approval of Modification V to our Agreement with PSA-Dewberry.

Budget Impact:

Total Funds Requested:	$65,000
Source of Funds:	Project Contingency
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.

Vertrees/Garvey

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 expenditure of $65,000 to PSA-Dewberry for additional services to move forward with Implementation of LEED certification for the Workforce Careers Center project.**

Vertrees/Garvey

III. Action Agenda

AGENDA ITEM III.A.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: New Board Policy – Registered Sex Offender

DATE: August 24, 2011

In order to formalize Lincoln Land Community College's compliance with the Campus Sex Crimes Prevention Act of 2002, we believe establishment of the following Board Policy is in the best interest of the college.

No action is required of you this evening. With Board concurrence, we will return this policy to you for action at the regularly scheduled September meeting of the Board.

Lincoln Land	Subject:	**Registered Sex Offender**
Community College	Policy Number:	**1.23**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	
	Last Revised:	
	Effective Date:	
BOARD POLICY	Old Policy Number:	New Policy

Policy Statement: Lincoln Land Community College is committed to providing a safe and secure learning and working environment for the campus community in accordance with the Campus Sex Crimes Prevention Act of 2002. Therefore, it is the policy of Lincoln Land Community College to track convicted sex offenders enrolled in or employed at Lincoln Land Community College and, when necessary, to place certain restrictions on these individuals in terms of their use and/or utilization of College facilities and resources.

Vertrees/Gentry

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: August 24, 2011

POSITION VACANCIES

CLASSIFIED
Central Receiving Assistant
Building Custodian
Business Office Assistant

PROFESSIONAL
Workforce Development Program Coordinator

FACULTY
Nursing Instructor

Hires

Courtney Singleton	Program Asst.-Admissions & Records	8/15/11
Christine Lang	Program Asst.-Health Professions	8/15/11
Tera Spellbrink	Human Resources Assistant	8/22/11
Ryan Jones	Athletic Study Tables Coordinator	9/6/11-5/4/12

Head Coaches for 2011-2012

Mabie, TJ	Soccer
Marsaglia, John	Softball
Dietz, Jim	Volleyball
Albert, Gary	Women's Basketball
Jones, Chad	Men's Basketball
Riggle, Ron	Baseball

Assistant Coaches for 2011-2012

Troppa, TJ	Soccer
Zimmerman, Joe	Softball
Wajda, Kelly	Volleyball
Siddens, Casey	Women's Basketball
Augenstein, Jim	Men's Basketball
Weaver, Eric	Baseball
McGee, Dan	Baseball

AGENDA ITEM IV.A.3.b

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: August 24, 2011

Attached is the current Construction Project Status Report for LLCC. It includes all projects that are currently underway, projects that have formal plans and available funding but are not yet underway, and projects that have been requested for state funding but have no formal plans or available funding. The following information is intended to provide a brief overview of the progress of each of the projects since the previous Board Meeting:

Workforce Careers Center
The building is substantially complete. Exterior site work and landscaping is underway.

LLCC – Jacksonville Classrooms/Office
Construction is substantially complete.

New Storage Building
The building is complete and we have begun to receive deliveries of fixtures and equipment for the Workforce Careers Center.

Surg/Tech
This project was approved by this Board at the July meeting and has been forwarded to ICCB for their approval.

PHS Projects – FY'10

Capital City Training Center HVAC Upgrades
Hanson Professional Services is preparing the Contract Documents.

Cass Gym Lighting Replacement
The project is underway.

Main Campus Parking Lot Lighting Replacement
Work is underway.

PHS Projects – FY'11

Campus Boulevard Lighting Replacement
ICCB approval has been received.

Menard Hall Roof Replacement
ICCB approval has been received.

Sangamon Hall Air Handler Replacement
ICCB approval has been received.

Variable Frequency Drive Units Replacement
ICCB approval has been received.

Budget Impact:

Total Funds Requested:	n/a
Source of Funds:	n/a
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 instructional, study and leisure activities take place.

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.

All Capital Projects

The following information is a reflection of information that has been provided to the business office as of June 27, 2011

	Funding Source	Original LLCC Budget Approved/Estimated	Original Contract Amount	Change Orders	Adjusted Contract Amount	Retainage	Payments To Date	Contract Balance	Contract % Remaining
Campus Renovation Projects									
Protection, Health & Safety Levy									
FY 2008 PHS									
Emergency Notification System	L	928,190.00	1,016,771.77	(82,870.00)	933,901.77	0.00	916,726.39	17,175.38	1.84%
FY 2009 PHS									
EREC Modular Renovation	L	248,500.00	24,758.00	0.00	24,758.00	0.00	3,585.00	21,173.00	85.52%
Mechanical Electrical Renovations	L	826,800.00	670,799.00	46,676.58	717,475.58	0.00	717,475.58	0.00	0.00%
FY 2010 PHS									
CCTC HVAC	L	523,520.00	39,400.00	0.00	39,400.00	0.00	27,710.00	11,690.00	29.67%
Cass Gym Lighting Repl	L	121,302.00	13,000.00	0.00	13,000.00	0.00	10,450.00	2,550.00	19.62%
MC Parking Lot Lighting Rep	L	355,051.00	26,800.00	0.00	26,800.00	0.00	23,116.00	3,684.00	13.75%
FY 2011 PHS									
Campus Boulevard Lighting Replacement	L	100,876.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00%
Roof Replacement Menard Hall	L	1,072,344.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00%
Replacement of Variable Frequency Drive Units	L	204,571.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00%
Air Handler Replacement Sangamon Hall	L	186,682.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00%
Infrastructure Fee									
Main Campus Parking Lot	L	655,658.00	582,016.55	74,706.09	656,722.64	0.00	656,722.64	0.00	0.00%
Master Plan Update	L	91,000.00	91,000.00	0.00	91,000.00	0.00	86,485.76	4,514.24	4.96%
Funding Bonds									
Connecting Link Sang/Menard	L	4,500,000.00	3,968,811.61	471,718.10	4,440,529.71	0.00	4,434,366.79	6,162.92	0.14%
EREC Facility	L	3,135,690.00	3,050,025.36	114,782.00	3,164,807.36	0.00	3,172,579.24	(7,771.88)	-0.25%
Workforce Career Center	L	24,900,000.00	21,912,918.33	747,578.00	19,757,840.98	0.00	14,879,932.73	4,877,908.25	24.69%
Western Region Classroom	L	479,758.00	479,758.00	5,738.00	485,496.00	0.00	172,715.87	312,780.13	64.42%
Storage Building	L	1,200,000.00	1,200,000.00	0.00	1,200,000.00	0.00	664,194.55	535,805.45	44.65%
ICCB Capital Budget Request									
Education Service Area Expansion	S,L	4,235,000.00	**Submitted to ICCB**	0.00	0.00	0.00	0.00	0.00	0.00%
WDRC-Adult Ed/Comm Educ	S,L	1,445,000.00	**Submitted to ICCB**	0.00	0.00	0.00	0.00	0.00	0.00%
Millennium Center ITS	S,L	635,000.00	**Submitted to ICCB**	0.00	0.00	0.00	0.00	0.00	0.00%
Student Services/Testing Center	S,L	2,740,000.00	**Submitted to ICCB**	0.00	0.00	0.00	0.00	0.00	0.00%
Logan Hall	S,L	3,404,000.00	**Submitted to ICCB**	0.00	0.00	0.00	0.00	0.00	0.00%
Budget Totals		$51,988,942.00	$33,076,058.62	$1,378,328.77	$31,551,732.04	$0.00	$25,766,060.55	$5,785,671.49	18.34%

Funding Sources:
D = Donation
F = Federal
L = Local
S = State

Notations:
+ indicates that this project is being monitored by an outside agency. In some cases the outside agency has not provided the college with the necessary payout or final close out forms. As the information is received the above information will be adjusted.

This summary page provides information pertaining to the contract payouts and balances. The back-up sheets may differ since the back-up sheets contain the contract amounts, payouts, as well as any interest that may have been earned.

AGENDA ITEM IV.A.6.a

AGENDA MASTER CALENDAR

SEPTEMBER 2011	OCTOBER 2011	NOVEMBER 2011	DECEMBER 2011
• Budget Adoption/Public Hearing • Mid-Year Tenure Listing • Annual Planning Meeting • Board Meeting 9/28/11	• Budget Status Report • Financial Audit Review • PHS Projects • Off Campus Board Meeting at Capital City Training Center 10/26/11	• Board Meeting 11/16/11	• Adopt CY'11 Property Tax Levy • Board Meeting 12/14/11
JANUARY 2012	**FEBRUARY 2012**	**MARCH 2012**	**APRIL 2012**
• Budget Status Report • Board Meeting 1/25/12	• Faculty Contracts and Position Listing • Catalog Review and Adoption • Tenure Listing • Board Meeting 2/22/12	• Administrative Contracts • Sabbatical Leaves • Off-Campus Board Meeting 3/28/12	• FY'12 Preliminary Revenue Estimate • Seating of New Student Trustee • Budget Status Report • Board Meeting 4/25/12
MAY 2012	**JUNE 2012**	**JULY 2012**	**AUGUST 2012**
• LLCC Foundation Gala 5/5/12 • Student Recognition Ceremony • Adult Ed Recognition Ceremony • Graduate's Breakfast and Commencement 5/11/12 • Academic Calendar • Board Meeting 5/23/12	• FY'13 Professional Service Contracts • Summer Adjunct Faculty Listing • Budget Workshop • Board Meeting 6/27/12	• FY'13 Tentative Budget • Board Meeting 7/25/12	• Fall Semester Opening Activities • Board Meeting 8/22/12

V. Strategic Discussion