LLCC
Board of Trustees
Regular Meeting
September 28, 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

PUBLIC HEARING ON FY 2012 COLLEGE BUDGET
WEDNESDAY, SEPTEMBER 28, 2011
5:00 P.M.
LINCOLN LAND COMMUNITY COLLEGE
ROBERT H. STEPHENS ROOM

AGENDA
REGULAR MEETING

Wednesday, September 28, 2011
Immediately Following Public Hearing on the Budget

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A. Roll Call
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C. Adoption of Agenda of the September 28, 2011 Meeting
D. Introductions and Recognitions
E. Hearing of Citizens

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VIII. Adjournment

I. Preliminary Matters

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, August 24, 2011 at 5:10 p.m. with Chairman Edwards presiding.

I. Preliminary Matters

A. Roll Call

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

B. Pledge of Allegiance

Chairman Edwards led the audience in the pledge of allegiance.

C. Adoption of Agenda of the August 24, 2011 Meeting

MOTION NO. 08-24-11-1:

Mr. Gray moved to adopt the agenda of the August 24, 2011 meeting. Mr. Rosenthal seconded.

Those members voting aye were Mr. Gray, Mr. Rosenthal, Mr. Wesley, Ms. Edwards and Mr. Hopper (advisory). PASSED

D. Introductions and Recognitions

Vice President Tepatti introduced the following new faculty members providing a brief overview of each.

Anthony DiMaggio, Political Science
Joseph Hoff, Spanish
Edward Myers, English

John Ratliff, Surgical Technology
Judy Reents, Certified Nursing Assistant

Mr. Myers and Ms. Reents were unable to be present at the meeting.

E. Hearing of Citizens – None

Mr. Reichert joined the meeting at 5:15 pm

II. Consent Agenda

MOTION NO. 08-24-11-2:

Mr. Gray moved to:

- approve the minutes of the Regular Meeting of July 27, 2011;
- 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;
- approve ratification of out-of state travel for the attached list of individuals;
- approve out-of-state travel for the attached list of employees;
- ratify the 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;
- approve purchases of furniture for the Lobby and Restaurant areas from the designated vendors at the cost indicated;
- 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;
- 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;
- 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;
- approve the purchase of 312 computers from Dell and 5 MACs from Apple at a total cost of $378,100;
- approve purchase of ACT WorkKeys and KeyTrain products at a total cost of $32,030;
- approve the annual Microsoft Campus Software and Server Agreements with CDW-G at a total cost of $54,000;
- approve the annual maintenance contract for the PBX phone system with AT&T at a total cost of $32,000;

- ratify the grant agreement with ICCB in the amount of $328,525 for the Highway Construction Careers Training Program;
- ratify the listed change orders in the aggregate amount of $170,887 for the Workforce Careers Center project as presented; and
- 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.

Mr. Wesley seconded.

Those members voting aye were Mr. Gray, Mr. Reichert, Mr. Rosenthal, Mr. Wesley, Ms. Edwards and Mr. Hopper (advisory). PASSED

III. <u>Action Agenda</u>

A. *Policies*

1. New Board Policy - Registered Sex Offender

Dr. Warren stated that LLCC's Vice President of Student Services, Lesley Frederick and LLCC Chief of Police, Brad Gentry have been working closely with the Behavioral Intervention Team and in doing so determined that LLCC lacked a Board policy formalizing LLCC's compliance with the Campus Sex Crimes Prevention Act of 2002. This new Board policy is presented at this time for a first reading only and will be brought back next month seeking Board approval.

B. Academic Services Division Items - None

C. Student Services Division Items – None

D. Administrative Services Division Items - none

E. Information Technology Systems Items - None

F. Workforce Development and Community Education Items – None

G. Executive Division Items - None

AGENDA ITEM II.A

IV. Information Items

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. This month's listing includes athletic coaches and assistant coaches for the 2011-2012 academic year.

   b. Construction Progress Update

Major equipment installation is currently underway in the Workforce Careers Center building. Most of the construction at the Jacksonville campus has been completed, they are moving ahead with carpet installation and other finishing projects. The new Storage Building on our main campus is complete and will be utilized to house much of the new equipment arriving for the Workforce Careers Center. The Surgery Tech Suite renovation project has been submitted to ICCB for their approval and the FY'10 PHS Projects are progressing.

4. Information Technology Systems – None

5. Workforce Development and Community Education – None

6. Executive Division

   a. Review of Agenda Master Calendar

Dr. Warren stated the 2012 Annual Budgets will be presented in September for approval, and the October 26, 2011 Board of Trustees meeting will be held at LLCC's Capital City Training Center.

B. President's Report

Dr. Warren expressed the College's sympathy to Trustee Findley and his family in the recent passing of his mother Lucille Findley.

Convocation was held on August 19, which included a video presentation outlining important initiatives of the college in a fun and unique manner. Faculty and staff were also able to view a sneak preview video of the interior of the Workforce Careers Center.

The fall semester began on August 20 with LLCC's unduplicated headcount fairly even with last year at a little over 7,000. Credit hours are a bit lower, as predicted, which coincides with the economy and other community colleges throughout the state.

Students were greeted at the front door of the A. Lincoln Commons the first two days of classes with welcome week activities and snacks continuing throughout the week.

On August 4 a campus budget meeting was held, giving Mr. Vertrees, Ms. McGee and Dr. Warren the opportunity to present and discuss the proposed FY 2012 budget with faculty and staff.

The LLCC Learning Lab has earned International Tutor Training Program Certification for its peer tutoring program from the College Reading and Learning Association.

Professor/Librarian Mr. Ryan Roberts recently completed his second master's degree and also had an essay published in the book *Julian Barnes: Contemporary Critical Perspectives*.

Mr. Barry Lamb, Director of Instructional Technology Services and Mr. Andy Mitkos, Instructional Technology Specialist recently completed Blackboard Administrator Certification.

The LLCC Theatre department will be holding auditions for the first fully staged production of Charles Dickens' *Christmas Carol*, which will be directed by Assistant Professor of Theatre, Mr. Mark Hardiman.

LLCC had a presence at the Illinois State Fair with a booth in the Exposition Building. LLCC Culinary Arts student, Ms. Victoria Grubb was featured in the *State Journal Register* for her first place Irish Cream Truffles, in the State Fair's Calling All Chocolate Contest.

Plans are being finalized for a ceremony commemorating the 10th anniversary of 9/11, which will be held on September 7 at 8:45 am. Attendees will have the opportunity to sign a remembrance wall. Other observance activities included a video presentation on September 11 in the A. Lincoln Commons, and an exhibit of quilts and poetry by children's book author Anna Grossnickle Hines in the James S. Murray Art Gallery, which will be on display through September 17.

C. Report from Faculty Senate

Professor Michelle Coakes, President of the Faculty Senate, reported the Senate held their first meeting of the academic year on August 23 and items discussed included access to computers for instructional purposes in the Science department and the need for additional and consistent input from faculty members in meetings regarding college resources and space allocation.

D. Report from Faculty Association - None

E. Report from Classified Staff - None

F. Report from Professional Staff - None

G. Report from Facilities Services Council

Mr. John Little, Director of Illinois Federation of Teachers Association (IFTA), who served as the IFTA representative in the recent contract negotiations with the Lincoln Land Facilities Services Union commended the Board of Trustees' negotiating team for their cordial, mutually respectful, fair and equitable demeanor throughout the recently completed bargaining sessions.

H. Chairman's Report - None

I. *Secretary's Report* - None

J. Foundation Report - None

K. Other Board Members' Reports

Mr. Wesley stated the Illinois Community College Trustees Association will hold a Summit and Board meeting on September 9 and 10 at the Crowne Plaza Hotel in Springfield. Mr. Wesley will attend both days' events but wished to inform other Trustees the September 9 afternoon presentation will be the State Universities Retirement System (SURS) Summit, which may provide beneficial information for all College employees.

V. Strategic Discussion

A. Informational Presentation Regarding Goal 6 of the Strategic Plan

Ms. Bergeron provided a PowerPoint presentation reviewing Goal 6 of LLCC's Strategic Plan - Operational Strength. Ms. Bergeron described the following five Key Performance Indicators that together illustrate LLCC's measurement of success in this goal:

- Employee Satisfaction
- Professional Development
- Communication Presence
- Safety Effectiveness
- LLCC Foundation

VI. Executive Session

MOTION NO. 08-24-11-3:

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. Wesley seconded.

Those members voting aye were Mr. Gray, Mr. Reichert, Mr. Rosenthal, Mr. Wesley, Ms. Edwards and Mr. Hopper (advisory). PASSED

VII. Actions from Executive Session

MOTION NO. 08-24-11-4:

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

Those members voting aye were Mr. Gray, Mr. Reichert, Mr. Rosenthal, Mr. Wesley, Ms. Edwards and Mr. Hopper (advisory). PASSED

AGENDA ITEM II.A

MOTION NO. 08-24-11-5:

Mr. Gray moved to approve the terms of the 2011-2014 Collective Bargaining Agreement with the Lincoln Land Facilities Services Union, IFT/AFT, AFL/CIO, Local 6257 and authorize the Board Chair to sign the contract following preparation of contract documents. Mr. Reichert seconded.

Those members voting aye were Mr. Gray, Mr. Reichert, Mr. Rosenthal, Mr. Wesley, Ms. Edwards and Mr. Hopper (advisory). PASSED

VIII. Adjournment

The meeting adjourned at 6:45 p.m.

_____
Chairman Edwards

_____
Secretary Findley

AGENDA ITEM II.A

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*

AGENDA ITEM II.A

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

AGENDA ITEM II.A

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.A

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)

AGENDA ITEM II.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Employment Recommendations

DATE: August 24, 2011

We recommend the following personnel actions:

FACULTY

A. Retirements

NAME	POSITION	DEPARTMENT	EFFECTIVE DATE
Art Meyer	Professor, Economics	Social Sciences	07/31/2015

A. Approve the change in retirement date for Mary Ellen Monroe-White, Professor, Early Childhood Education, from May 31, 2013 to May 31, 2012. The Board had accepted her retirement notice at the March 24, 2010 monthly meeting.

B. Pending the successful completion of a criminal background check and drug screen, approve the employment of Ms. Julane Reents as a one-semester temporary CNA Instructor. Ms. Reents has been an adjunct faculty member in the CNA program since 1986 and holds a bachelor's degree from the University of St. Francis in Health Arts. Her 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 Ms. Reents' 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 August Treasurer's Report

DATE: September 28, 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 August 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 month ending August 31, 2011.

MOTION: **Ratify payments of weekly checks issued during August 2011 and ratify, subject to audit, the August 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: September 28, 2011

Name	Meeting	Location	Date	Account	Amount
Beckmier, Craig & ABM 150 *(Approx. 9 Students)*	National Barrow Show	Austin, MN	September 9-13, 2011	Student Trip	$1,120*
Curry, Mary	AAPC 2011 Regional Conference	Nashville, TN	September 7-9, 2011	Restricted	$325
Palmer, Shannon	AAPC 2011 Regional Conference	Nashville, TN	September 7-9, 2011	Restricted	$1,637
Warren, Charlotte	Council of North Central Two-Year Colleges Fall Conf.	Branson, MO	September 25-27, 2011	Administrative	$525

**Institutional Funds*

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: September 28, 2011

Name	Meeting	Location	Date	Account	Amount
Beler, Sharon	ASCA Circuit 7 Fall Conference	Mequon, WI	October 2-4, 2011	Administrative	$921
Blevins, Joel	National College Learning Center Association	Indianapolis, IN	September 28-October 1, 2011	Professional Development	$968
Clevenger, Julie	National College Learning Center Association	Indianapolis, IN	September 28-October 1, 2011	Administrative	$1,158
Coakes, Michelle	Symposium on Chinese/ American Ceramic Art	Morgantown, WV	October 13-17, 2011	Faculty Allocation & Professional Development	$1,364
Cruz, Esteban	ACCT Annual Leadership Congress	Dallas, TX	October 12-14, 2011	Administrative	$580
Green, David	League for Innovations-STEMtech	Indianapolis, IN	October 2-5, 2011	Administrative	$1,564
McDonald, Christopher & POS/HIS 299 *(Approx. 20 students)*	Study-Travel Trip	Paris & Northern France	March 2-9 2012	Faculty Allocation & Student Fees	$150*

**Student Fees*

Vertrees/Carey

AGENDA ITEM II.D.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Participation with Central Management Services

DATE: September 28, 2011

In order for Lincoln Land Community College to maintain its status as an eligible donee of Federal Surplus Property and in accordance with the Federal Property Management Regulation FSS P4025.4 Chapter 2, Paragraph 8.l and the Illinois State Plan of Operations, we must update our eligibility record to ensure continuing eligibility through the Federal Assistance Program.

By re-applying, this will allow designated employees an opportunity to procure heavy-duty construction equipment, vehicles, commodities and other property at a considerable reduced cost. The College last applied in April 2008 and CMS requires all recipients to reapply every few years.

MOTION: **Move to approve a resolution giving permission to submit eligibility application to Central Management Services.**

Vertrees/Harrop/Carey

AGENDA ITEM II.D.1

RESOLUTION FOR PARTICIPATION IN
STATE OF ILLINOIS
FEDERAL SURPLUS PROPERTY PROGRAM

City of Springfield
Town of Springfield
County of Sangamon
STATE OF ILLINOIS

WHEREAS, the Lincoln Land Community College, City of Springfield, Town of Springfield, County of Sangamon, State of Illinois, has limited fiscal resources available for the procurement of heavy-duty construction equipment, vehicles, commodities, and other property; and

WHEREAS, the State of Illinois' Federal Surplus Property Program offers a variety of surplus property at approximately 5-25 percent of the acquisition value, effectively reducing program costs by acquiring items that have been used to their life expectancy or property that must be replaced for safety or economic reasons; and

WHEREAS, the Lincoln Land Community College, City of Springfield, Town of Springfield, County of Sangamon, State of Illinois, agrees to the following terms and conditions: to use the surplus property only in the official program which it represents; and upon receipt, agrees to place the surplus property into use within one year; and it agrees that the property shall be used for a period of one year (certain items, eighteen months); that it agrees it will not sell, loan, trade or tear down the property without written consent from the State of Illinois; and

WHEREAS, the Lincoln Land Community College, City of Springfield, Town of Springfield, County of Sangamon, State of Illinois, understands that surplus property must be used in an authorized program and that personal use or non-use of surplus property is not allowed;

THEREFORE, WE THE ELECTED OFFICIALS (or authorized legal/recognized representatives or body) of Lincoln Land Community College, City of Springfield, Town of Springfield, County of Sangamon, State of Illinois do hereby consent and decree that the Lincoln Land Community College, City of Springfield, Town of Springfield, County of Sangamon, State of Illinois is authorized to participated in the State of Illinois Federal Surplus Property Program.

Trustee:_____
(Secretary)

Chairman (or President)_____

Subscribed and sworn to me this 28th day of September 2011.

Clerk:_____

Vertrees/Harrop/Carey

AGENDA ITEM II.E.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Additional Equipment for Workforce Careers Center

DATE: September 28, 2011

As the completion of the Workforce Careers Center draws near, there is a need to furnish additional tools, equipment, and small wares for the following programs: Auto Body, Automotive Technology, HVAC, Welding, and Culinary. We have decided to take advantage of joint purchasing provisions that allow the college the opportunity to procure quality tools and equipment at discounted prices that have already been successfully bid or quotes have been sought.

We are seeking Board approval to purchase the necessary tools and equipment from Airgas, Springfield, IL, at a total delivered cost of $59,690.22; from Connor Co., Springfield, IL at a total delivered cost of $9,653.50; from Elegant Ice Creations, Broadview Hts., OH, at a total delivered cost of $1,957.85; from Fastenal, Springfield, IL at a total delivered cost of $4,063.94; from GB Remanufacturing, Long Beach, CA, at a total delivered cost of $9,122.89; from Goodson Shop Supply, Winona, MN, at a total delivered cost of $4,290.93; from Grainger, Peoria, IL, at a total delivered cost of $35,325.11; from JC Edwards & Son, Peoria, IL at a total delivered cost of $5,600.00; from Mechanical Supply, Springfield, IL at a total delivered cost of $7,432.00; from MB Mittler Bros, Foristell, MO at total delivered cost of $16,165.00; from Power Pusher, Shakopee, MN at a total delivered cost of $8,345.00; and from US Foodservice, Streator, IL at a total delivered cost of $8,199.13. Tools and equipment from Grainger and Airgas are available through E&I Cooperative, small ware items are available through US Communities and quotations were sought on all others.

Vertrees/McGee/Green/Carey

AUTOMOTIVE TECHNOLOGY/AUTO BODY REPAIR	**$111,474.08**
36” Power Drive Bead Roller (1), 1/8” Round Bead Roll (1), 1/16” Step Roll (1), 1/8” Step Set Roll (1), Bead Roller Stand w/locking casters (1), Bead Roller Holder (1), Bead Roller Depth Stop (1), Power Shrinker/Stretcher (1), 50 Ton Hyd Press, 36x36x72 (1), Intercomp Digital Arbor Valve Spring Tester (1), Pneumatic Valve Spring Compressor 3000B (1), Adapter Jaw (1), LS-1 Adapter (1), Pneumatic Valve Spring Compressor, CF2002 (3), Adapter, CF2010 (3), Adapter, CF2032 (3), Power Pusher w/Push Pad (2), Batteries, 12 volt (4), Tire Chains (2), Jumper Cables (2), Ball Hitch (1), Fuel Injection Test Bench w/Ultrasonic Bath (1), Ultrasonic Gold (1), 5-Gal Heptane (1), Standard EFI Component Kit (1), Tear Down Bench w/ Drain Container & Mounting Kit (5), Open Leg Bench (5), 5000# Capacity Forklift (1), Battery for Forklift (1), 3 Phase Charger for Forklift (1), Cascade side Shifting Fork Positioner (1), Trailer Attachment (1) Train the Trainer Program (1), MityVac Fuel System Tester (2), Heavy Metal Storage Cabinet (4), Insulation Testing Multi-meter (4), Vise (20), Storage Cabinet (12).	
HVACR	**$ 34,653.51**
Ultra 80 NG BLR w/T0007 CIRC (1), Ultra Plus40 Wtr. Htr (1), Tranquility 27 LH w/HWG (1), Walk-In Freezer w/ 34”x76” Flush Mt. Doors (2), 50,000 BTU, 80% efficient natural gas fired Furnace (1),50,000 BTU, 90% efficient natural gas fire 2 stage furnace upflow (1), 2 ton 18 SEER unit w/matching 2 ton A/C coil & 2 ton 2 speed, 17 SEER heat pump (1), 2 ton 18 SEER unit & matching 2 ton coil & 35 foot line set (1), 92% efficient furnace w/ ECM drive motor & 2 stage operation w/ upflow configuration (1), 60,000 BTU, multi-position furnace, line set, expansion valve, 14-1/2 SEER w/2 ton condensing unit (1), 14 SEER-2 ton split heat pump system w/indoor air handler (1), 90% efficient boiler w/ variable firing rate & 60,000 BTU capacity (1), Tristand yoke vise (1), power pony (1), all weather oiler (1).	
CULINARY	**$ 10,156.98**
Glo-Ice Extra Long 60x17 Light Base & Plan (1), DG chicago, EM ¼ ¼ shank, EM tracing ¼ shank, Vee bit medium ¼ shank (2) Die Grinder w/ ¼” chuck (2), 2 Flue End Mill ¼” Cutter, ¼” Shaft (2), Tracing bit w/1/4” Shaft, 3-1/2” oal (2), Vee bit ¼ shank (2), 14 ¼” Tongs (2 handed) (1), Safety Glasses (5), ½” Aluminum 16” x 22” (1), Mold (4), Cooling Machine (1), Induction Range (2), Food Storage Container, Sq., 2 qt. (40), Food Storage Container, Sq., 4 qt. (40), Food Storage Container, Sq., 6 qt. (30), Food Storage Container, Sq., 12 qt. (20), Food Storage Container, Sq., 22 qt. (20), Broken Carton Charge (2), Food Storage Container Cover, lid for 2 & 4 qt (80), Food Storage Cover, Lid for 6 & 8 qt (30), Food Storage Container Cover, lid for 12/18/22 sq. (40), Slotted Fish Poly Hdle (10), Meat Tenderizer (4), Meat Mallet (10), Fish Poacher (2), Labels Product ID (4), Labels Use First (2), Ice Bucket, 5 gal (2), Hanging Bracket – Ice Bucket (2), Ice Scoop, 16 oz (2), Refrigerator Thermometer (10), Hot Hold Thermometer (5), Light Duty Mop Bucket (1), Mop Handle (1), Mop Head (1), Broom (10), Squeegee (4), Wet/Dry Spill Pan, (3), Wet/Dry Sweeper (1), Sanitizer Bucket, 3 qt (40), Detergent Bucket, 3 qt (20), First Aid Kit (3), MSDS Station (1), Mat Grease Proof, 3x5 (12), Garbage Can, 44 gal (12).	
WELDING	**$ 13,561.00**
180 Hydraulic Tube Bender (1), Adjustable Saddle, small 5/8” (1), Adjustable Saddle, Medium 1-1/2” to 1-3/4” (1), Bend Stop Kit (1), Electric Hydraulic Pump, hose & fitting (1), 1-1/2” 6” Round Shoe Set (1), 1-3/8” 5” Round Shoe Set (1), 1-1/4” 5” Round Shoe Set (1), 1” 4” Round Shoe Set (1), Variable Speed Ultimate Tube Notcher (1), Ultimate Roll Around Stand (1), Vise Stop Assembly (1), Vise Shim (1), 1-1/4” OD Rough Edge Cutter (1), 1-1/2” OD Rough Edge Cutter (1), 1-5/8” OD Rough Edge Cutter (1), ½” OD High Helix Cutter (1), ¾” OD High Helix Cutter (1), 1” OD High Helix Cutter (1), 1” Bushing (1), ¾” Bushing (1), ½” Bushing (1).	

AGENDA ITEM II.E.1

Budget Impact:

Total Funds Requested:	$169,845.57
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 being purchased to teach our students.

How will proposed agenda item be measured?
Improved learning environment.

MOTION: **Move to approve purchase of tools and equipment for the Workforce Careers Center in the amount of $169,845.57 from the designated vendors.**

Vertrees/McGee/Green/Carey

AGENDA ITEM II.E.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Consortium of Academic and Research Libraries in Illinois (CARLI) Database Purchase for Library

DATE: September 28, 2011

The Consortium of Academic and Research Libraries in Illinois (CARLI) is LLCC's academic library consortium and acts as the Library's broker for database purchases. This purchase represents eleven full text/indexing subject-oriented databases and online resources: Chronicle of Higher Education, America History and Life, CINAHL Plus, Communication and Mass Media, Environment, Film and Television Literature, Humanities International, MLA International Bibliography, PsycArticles, Lexis Nexis Academic, Ethnic NewsWatch.

Budget Impact:

Total Funds Requested:	$33,442.72
Source of Funds:	Operational Funds & Grant Funds
Projected Revenue:	n/a
Projected Savings:	n/a

Student Learning Impact:

How will proposed agenda item impact student learning?
Students can access reputable sources and information for learning through searchable databases and online resources provided through the Library. Subscribing to online resources allows all students, including distance education students and those who do not have ready access to physical library resources, the same opportunity of accessing information for learning and enrichment.

How will proposed agenda item be measured?
Database usage statistics are regularly collected and evaluated. Librarians assess the effectiveness and usefulness of online resources on an annual basis and make changes to the subscription package based on curricular needs and collection development criteria.

AGENDA ITEM II.E.2

MOTION: **Move to approve the purchase of the CARLI Database from the University of Illinois at Urbana-Champaign.**

Tepatti

AGENDA ITEM II.E.3

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Purchase of Dell Computers, Hitachi Projectors/Starboards and Spectrum Instructor Stations for Workforce Careers Center

DATE: September 28, 2011

Board approval is requested for the purchase of 257 computers (255 PCs and 2 laptops) from Dell, 13 Hitachi Projectors and 13 Hitachi Starboards from CDW-G, and 13 Instructor Stations from Spectrum for classrooms and offices located in the Workforce Careers Center building.

Room	Item	Cost Per Item	Total
WCC1103,1105,1202, 1203, 1204, 1205, 1206, 1207, 2101, 2102, 2103, 2201, 2202, 1301, 1501, 1601, 1602, 1603, 1604, 1605, 1606, 1607, 1608, 1702, 1703, 1704, 1705, 1706, 1708, 1709, 1710, 1713, Outside VP Office, Receiving	Computers (255)	$1,100	$280,500
WCC1103,1105, 1202, 1203, 1204, 1205, 1206, 1207, 2101, 2102, 2103, 2201, 2202	CDW-G Hitachi Projectors (13)	$640	$8,320
WCC1103,1105, 1202, 1203, 1204, 1205, 1206, 1207, 2101, 2102, 2103, 2201, 2202	CDW-G Hitachi Starboards (13)	$2,100	$27,300
WCC1103,1105, 1202, 1203, 1204, 1205, 1206, 1207, 2101, 2102, 2103, 2201, 2202	Spectrum Instructor Stations (13)	$2,631	$34,203
WCC1109	Dell Laptops (2)	$1,200	$2,400

Cruz

Budget Impact:

Total Funds Requested:	$352,723
Source of Funds:	Bond FFE Funds
Projected Revenue:	n/a
Projected Savings:	n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

Placing the computers, projectors, starboards, and instructor stations 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 257 computers from Dell, 13 projectors and 13 starboards from CDW-G, and 13 instructor stations from Spectrum at a total cost of $352,723.

AGENDA ITEM II.E.4

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Purchase of Replacement Switches

DATE: September 28, 2011

Board approval is requested for the purchase of 17 switches from Consolidated Communications and MDA to replace end of life technology equipment. The cost of the switches will be evenly split between the Operating Fund and Tech Fee funds.

Budget Impact:

Total Funds Requested:	$150,000
Source of Funds:	Operating Funds (50%), Tech Fee (50%)
Projected Revenue:	n/a
Projected Savings:	n/a

Student Learning Impact:

How will proposed agenda item impact student learning?
The new switches will provide faculty and students with critical up to date technology for improved student learning.

How will proposed agenda item be measured?
The new switches will provide stability and redundancy for the operation of the college infrastructure.

MOTION: **Move to approve the purchase of replacement switches from Consolidated Communications and MDA at an approximate cost of $150,000.**

Cruz

AGENDA ITEM II.E.5

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Scantron Class Climate Course Evaluation Feedback System

DATE: September 28, 2011

Board ratification is requested for purchase of a Class Climate Course Evaluation Feedback System from Scantron. The system includes the software license, the document scanner, installation, training, and one year maintenance of the system.

Budget Impact:

Total Funds Requested:	$33,889
Source of Funds:	Operating Funds
Projected Revenue:	n/a
Projected Savings:	n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

Enable traditional students to evaluate face-to-face courses using either a paper survey or a web-based survey. Enable online students to evaluate online courses in a more appropriate manner (online).

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. This will also streamline course evaluation making it more efficient and dependable while meeting contractual obligations.

MOTION: **Move to approve the purchase of a Class Climate Course Evaluation Feedback System from Scantron at a cost of $33,889.**

Cruz

AGENDA ITEM II.E.6

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Purchase of Technology Equipment to Upgrade LLCC Wireless Network

DATE: September 28, 2011

Board approval is requested for the purchase of 100 Cisco Access Points from Sentinel Technologies to continue the replacement of the existing LLCC wireless network access. The new wireless solution will provide increased connectivity for our students and faculty while improving the security and reliability of those connections. This phase of the project will upgrade Logan Hall, Mason Hall, the New Storage Building, the Metal Building, Sangamon Hall, Menard Hall, LLCC Jacksonville, and Capital City Training Center.

Item	Number	Amount/Vendor
Cisco Access Points	100	$75,000/Sentinel Technologies

Budget Impact:

Total Funds Requested: $75,000
Source of Funds: Operating Funds
Projected Revenue: n/a
Projected Savings: n/a

Student Learning Impact:

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

How will proposed agenda item be measured?
Updating the wireless solution will provide our students with improved access to LLCC online resources like Blackboard, email and WebAdvisor as well as the reference resources of the Internet. They will be able to use

a broad range of wireless enabled devices, including notebooks, smartphones and tablets in more locations than we are currently able to serve. The new system will also provide industry leading security technology to help protect their wireless communications.

MOTION: **Move to approve the purchase of technology equipment upgrading the LLCC wireless network access at an approximate cost of $75,000.**

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: September 28, 2011

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

The LLCC Green Center has partnered with Midwest Energy Efficiency Alliance. LLCC will host three training sessions on campus between September 2011 and March 2012. MEEA will provide the instructor and will be responsible for all course expenses. They will also assist with marketing the program to our community.

The Capital City Training Center seeks approval to enter into an agreement with Kushan LLC to offer ASCP Phlebotomy training. The program is 160 contact hours and will be held at CCTC over one semester. Kushan LLC will provide all curriculum, equipment and classroom / training materials. They will also assist with marketing the program to our community. Each class has a minimum enrollment of 10 students. The contract amount listed reflects a flat rate of $13,500 plus training materials based on the minimum enrollment. Should enrollment be more than the minimum amount, the training material cost will increase.

MOTION: **Move to approve contract agreement with Kushan LLC in the amount of $22,500.**

Vertrees/McGee

TRAINING CONTRACTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Contract Total	LLCC Admin Fee	Term
Contracts in excess of $10,000						
Rider Agreement with MK Education for ASCP Phlebotomy Training	The Capital City Training Center seeks approval to enter into an agreement with Kushan LLC to offer ASCP Phlebotomy training. The program is 160 contact hours and will be held at CCTC over one semester. Kushan LLC will provide all curriculum, equipment and classroom / training materials. They will also assist with marketing the program to our community. Each class has a minimum enrollment of 10 students. The contract amount listed reflects a flat rate of $13,500 plus training materials based on the minimum enrollment. Should enrollment be more than the minimum amount, the training material cost will increase.	Kushan LLC	Capital City Training Center	$22,500	$3,000	From date of signing – for an indefinite period
Contracts less than $10,000						
Illinois Home Performance Building Science Training Series MOU	The LLCC Green Center has partnered with Midwest Energy Efficiency Alliance (MEEA). LLCC will host three training session on campus between September 2011 and March 2012. MEEA will be responsible for all course expenses.	Midwest Energy Efficiency Alliance	LLCC Green Center	$0	$0	September 26, 2011 – March 13, 2012
Totals:				**$22,500**	**$3,000**	

AGENDA ITEM II.G

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: September 28, 2011

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

The District Learning Resources office requests ratification for two grant applications.

The first grant, Pathways to Results, will provide funding to develop programs of study for the Occupational Therapy Assistant program. The Pathways to Results process may support the transition of high school students to college. It will provide information about health care occupations and provide direction for course selection during high school to help students be successful in career selection and completion.

Secondly, ICCB has established the CTE Regional Network Grant to support professional development activities across the state. ICCB has established four CTE Regions that encompass all 39 community college districts. They have invited LLCC to be the grant administrator for one of the CTE Regions. LLCC will facilitate a Regional Workshop series, including eight workshops per year, and support the involvement of regional partners to formally engage with other state and federal initiatives. Planning and activities are to encompass a two-year period. Funding for year two activities is contingent upon successful completion of grant goals and state appropriation.

MOTION: Move to ratify grant agreements with ICCB totaling $115,000.

Vertrees/McGee

GRANT SUMMARY
September 2011

Grant Title	Brief Description	Grantor	LLCC Department / Program	LLCC Total Monetary Request	LLCC Match	Submitted	Term
Grants in excess of $10,000							
Pathways to Results	Pathways to Results will provide funding to develop programs of study for the Occupational Therapy Assistant program. The Pathways to Results process may support the transition of high school students to college. It will provide information about health care occupations and provide direction for course selection during high school to help students be successful in career selection and completion.	Illinois Community College Board	District Learning Resources	$15,000	$0	Y	FY12
CTE Regional Network Grant	ICCB has established the CTE Regional Network Grant to support professional development activities across the state. ICCB has established four CTE Regions that encompass all 39 community college districts. They have invited LLCC to be the grant administrator for one of the CTE Regions. LLCC will facilitate a Regional Workshop series, including eight workshops per year, and support the involvement of regional partners to formally engage with other state and federal initiatives. Planning and activities are to encompass a two-year period. Funding for year two activities is contingent upon successful completion of grant goals and state appropriation.	Illinois Community College Board	District Learning Resources	$100,000	$0	Y	FY12
Total Submitted				**$115,000**	**$0**		

AGENDA ITEM II.I.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Surgical Technology Program Space–Design/Build Team Recommendation

DATE: September 28, 2011

In July, the Board approved the submission of a construction project that would capture space in the existing Workforce Development Center for the Surgical Technology and CNA Programs. John Shafer & Associates was the original design Architect for the building and Harold O'Shea Builders was the General Contractor. O'Shea Builders has extensive experience in the construction of hospitals and medical facilities. It is for this reason that we are recommending them as our Design/Builder for this project. We believe that in order to meet the tight schedule, there is an efficiency of experience and familiarity with the building and the program which will greatly benefit the project. They have submitted a proposal in the amount of $720,000 to design and build out this space.

The budget for this project, as submitted to the ICCB has been set at $732,600 including fees, construction costs and contingency. We would like your approval to accept the proposal in the amount of $720,000 from O'Shea Builders and John Shafer & Associates.

Budget Impact:

Total Funds Requested:	$720,000
Source of Funds:	Infrastructure Fees
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

AGENDA ITEM II.I.1

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

MOTION:	**Move to approve the proposal of O'Shea Builders/John Shafer & Associates, Inc. for $720,000.**

Vertrees/Garvey

AGENDA ITEM II.I.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Jacksonville Classroom/Office Renovation Change Orders

DATE: September 28, 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
G-1	Install operable wall partition.	$26,232.45
G-2	Provide additional framing above ceiling ductwork.	$1,091.75
G-3	Modify acid waste piping.	$3,782.73
G-4	Provide modifications to floor tile at vestibule; provide carpet transitions.	$454.05
G-5	Install temporary wall partition between Classrooms 115 and 116, due to delayed delivery of operable wall partition.	$3,563.71
G-6	Provide 2 additional emergency notification strobes.	$1,814.76
G-7	Replace bad ballasts in light fixtures.	$600.00
G-8	Repair door closer (ADA).	$2,887.50
	Total:	$40,426.95
Amount of project contingency:		$45,000.00
Less previously approved change orders:		$0.00
Change orders presented for ratification:		$40,426.95
Amount of contingency remaining:		$4,573.05

Vertrees/Garvey

AGENDA ITEM II.I.2

Budget Impact:

Total Funds Requested:	$40,426.95
Source of Funds:	Debt Certificate/Funding Bond
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 change orders in the amount of $40,426.95 for the Jacksonville Classroom/Office Renovation Project as presented.**

Vertrees/Garvey

AGENDA ITEM II.I.3

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Workforce Careers Center Change Orders

DATE: September 28, 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
059	Provide refrigeration monitoring.	$2,841.00
060	Provide wood detail on planter in main entry.	$7,990.00
061	Provide changes to linear diffusers in Dining Area.	$3,038.00
062	Add starters for unit heaters.	$3,828.00
063	Add exterior lighting for patio sculpture.	$12,352.00
064	Provide drywall, glazing, ceiling, kitchen equipment, concrete and plumbing changes.	$12,066.00
065	Reduce size of trees from 4” to 3”.	($10,000.00)
066	Delete painting in Mechanical Room.	($4,000.00)
068	Delete 6 site benches and add 1 trash receptacle and 1 recycling receptacle.	($5,203.00)
069	Provide unistrut supports & plywood boxes for cord reels.	$3,496.00
070	Delete lime stabilization of Foundation Drive.	($6,000.00)
071	Provide temporary enclosures for the project site.	$18,623.00
072	Delete RFP 060; paint concrete planter and can light trim in Dining Lab.	($6,690.00)
073	Install angles at curtainwall heads to cover EDPM.	$3,497.00
074	Provide plastic laminate countertop at reception desk and host stand in lieu of stone.	($7,182.00)
	Total:	$28,656.00
Amount of project contingency:		$1,617,500.00
Less previously approved change orders:		$779,492.00

Vertrees/Garvey

Change orders presented for ratification:	$28,656.00
Less other consultant fees/permits to date:	$245,847.00
Amount of contingency remaining:	$563,505.00

Budget Impact:

Total Funds Requested: $28,656
Source of Funds: Debt Certificate/Funding Bond
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 change orders in the aggregate amount of $28,656 for the Workforce Careers Center project as presented.**

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: September 28, 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.

Last month, the policy was presented to the Board of Trustees for first reading. Tonight, we request Board approval of the proposed policy.

Lincoln Land	Subject:	**Registered Sex Offender**
Community College	Policy Number:	**1.23**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	
	Last Revised:	
	Effective Date:	9/28/11
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.

MOTION: **Move to approve proposed Board Policy 1.23 - Registered Sex Offender.**

Vertrees/Gentry

AGENDA ITEM III.D.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Fiscal Year 2012 Budgets

DATE: September 28, 2011

Included under separate cover is the final draft of the Fiscal Year 2012 Operating Budget that was placed on file for public review and comment at the July 27, 2011 meeting. The FY 2012 Tentative Budget projected tuition revenue at 98% of FY 2011 receipts. The FY 2012 Final Budget includes tuition revenue at 97% of FY 2011 amount. The 1 % reduction requires the budget to be reduced by $150,000. Accordingly the following adjustments were made:

- Tuition revenue was decreased by $150,000
- The budgeted Special Initiative and FFE (furniture, fixtures and equipment) FY 12 transfers were reduced by $50,000 each
- The operating contingency was also reduced by $50,000

As a result of the above adjustments The FY 2012 Final Operating Budget, in draft form, is balanced and provides for revenues of $41,201,016 and expenditures of $41,201,016.

The tax levy that will come before the Board in December of 2011 will provide for the extension of property tax for the calendar year 2012. In accordance with GASB 34, the FY 2012 budget reflects 50% of the revenue from the calendar year 2010 levy as well as 50% of the projected revenues from the calendar year 2011 levy, which will come before the Board in December.

Budgets are also included for the following funds, which are supported by the annual tax levy:

- Liability Protection & Settlement (Fund 12), which is used to fund insurance, risk management, safety and security expenditures.

- Audit (Fund 11), which provides funding for audit services.
- Bond and Interest (Fund 04) provides for the payment of principal and interest on debt service (borrowed funds).

Also presented are budgets for the following:

- Operations & Maintenance Restricted Fund is restricted to construction and other capital expenditures. Funding is provided from Capital Renewal Grant, Protection Health and Safety funds, and monies accumulated in the Operations and Maintenance Fund.
- Auxiliary or Independent Operations (Fund 05) which accounts for expenditures for cost centers for which a fee is charged for students/staff, and the activity is intended to be self sufficient, such as the bookstore, food service, Capital City Center, Child Care Center and Community Programming.
- Employee Benefit Fund (Fund 16), which serves as the College's self-insurance fund.
- Restricted Purpose Grants (Fund 06) includes monies restricted by state and federal grants.
- Trust & Agency (Fund 10) is used for Student Club monies or other funds for which the College is holding in a custodial or agency relationship.
- Working Cash (Fund 07) is the "internal bank" which allows the College to meet cash flow needs.
- Federal Financial Aid (Fund 16) is used for pass through funds from state and federal agencies for student financial aid.

The FY 2012 Final Budget before you includes estimated revenues sufficient to meet or exceed expenditures in all funds with the exception of the Operations and Maintenance Restricted Fund (Capital Projects), which has sufficient carry forward fund balance to fund expenditures.

I will provide further information as requested at the meeting.

MOTION: **Move to adopt the attached resolution approving the FY 2012 Operating Budget and to approve the FY 2012 Capital Budget as presented.**

Vertrees/McGee

AGENDA ITEM III.D.1

FISCAL YEAR 2012 BUDGET RESOLUTION

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 and Scott and State of Illinois, cause to be prepared in tentative form a budget for said district for the fiscal year beginning July 1, 2011 and ending June 30, 2012; and

WHEREAS, the Secretary of said Board of Trustees has made such budget in tentative form conveniently available to public inspections for at least 30 days prior to final action thereon; and

WHEREAS, the Secretary of said Board of Trustees arranged for and there was held a public hearing as to such budget on September 28, 2011; and

WHEREAS, report availability for public inspection on such budget and of such public hearing was given by publication in (a) newspapers published in said district at least 30 days prior to the time of such hearing; and

WHEREAS, it appears that all legal requirements for the adoption of such budget have been done and performed;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the fiscal year for the district is declared as being July 1, 2011 and ending June 30, 2012.

Section 2. That the budget containing a statement of the cash on hand at the beginning of the fiscal year, an estimate of the cash expected received during such fiscal year from all sources, an estimate of the expenditures contemplated for such fiscal year, and a statement of the estimated cash expected to be on hand at the end of such year is adopted as the budget for this district for the aforesaid fiscal year, a copy of said budget being attached hereto and by reference made a part hereof.

_____
Chair, Board of Trustees

ATTEST: _____
Secretary, Board of Trustees

Vertrees/McGee

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: September 28, 2011

POSITION VACANCIES

CLASSIFIED
Central Receiving Assistant
Building Custodian
Business Office Assistant
Educational Services Representative (20 hrs./wk.) LLCC-Taylorville
Utility Worker-LLCC-Taylorville (20 hrs./wk.)
Research Analyst (20 hrs./wk.)

PROFESSIONAL
Culinary Center Operations Manager

ADMINISTRATIVE
Director, Student Success & Retention

FACULTY
Nursing Instructor

Resignations

Jennifer Verardi	Educational Services Rep.-Taylorville	08/29/11

Hires

Jennifer Thornton	Program Assistant – Nursing	10/03/11

Promotions

Lyndsey Craigmiles-Brooks	Administrative Assistant.-CCTC	09/01/11

Change in Status

Jamie Glick, ESR, LLCC-Taylorville	Change from 20 to 30 hrs./wk.	09/12/11

AGENDA ITEM IV.A.3.b

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: September 28, 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. Equipment connections are underway. Exterior site work and landscaping is underway.

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

Surg/Tech
The proposal from the Design/Build team of O'Shea Builders and John Shafer & Associates is before you this evening.

PHS Projects – FY'10

Capital City Training Center HVAC Upgrades
Bidding process is underway.

Cass Gym Lighting Replacement
The project is complete

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 August 31, 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	31,650.00	7,750.00	19.67%
Cass Gym Lighting Repl	L	121,302.00	13,000.00	0.00	13,000.00	0.00	12,400.00	600.00	4.62%
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	475,702.87	4,444,514.48	0.00	4,434,365.97	10,148.51	0.23%
EREC Facility	L	3,172,579.24	3,050,025.36	114,772.60	3,164,797.96	0.00	3,172,579.24	(7,781.28)	-0.25%
Workforce Career Center	L	24,863,110.76	21,977,522.33	1,154,747.00	23,138,838.46	0.00	17,714,936.14	5,423,902.32	23.44%
Western Region Classroom	L	479,758.00	514,237.44	5,738.00	519,975.44	0.00	349,822.57	170,152.87	32.72%
Storage Building	L	1,200,000.00	1,212,961.62	0.00	1,212,961.62	0.00	886,616.73	326,344.89	26.90%
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	$33,188,103.68	$1,789,473.14	$34,984,145.95	$0.00	$29,006,482.02	$5,977,663.93	17.09%

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

OCTOBER 2011	NOVEMBER 2011	DECEMBER 2011	JANUARY 2012
• 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	• Budget Status Report • Board Meeting 1/25/12
FEBRUARY 2012	**MARCH 2012**	**APRIL 2012**	**MAY 2012**
• 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	• 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
JUNE 2012	**JULY 2012**	**AUGUST 2012**	**SEPTEMBER 2012**
• 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	• Budget Adoption/Public Hearing • Mid-Year Tenure Listing • Annual Planning Meeting • Board Meeting 9/26/12

V. Strategic Discussion