LLCC
Board of Trustees
Regular Meeting
March 27, 2013

Cinda Edwards, Chair

Justin Reichert, Vice Chair

Craig Findley, Secretary

Kent Gray

Andy Ramage

Wayne Rosenthal

Jerry Wesley

Colin Heshmat, Student Trustee

Charlotte Warren, President

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

AGENDA
REGULAR MEETING

Wednesday, March 27, 2013
5:00 P.M.
Lincoln Land Community College
Robert H. Stephens Room

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E. Hearing of Citizens

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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, February 27, 2013 at 5:07 p.m. in the Robert H. Stephens Room of the main campus with Chairman Edwards presiding.

I. Preliminary Matters

A. Roll Call

Members present were Mr. Rosenthal, Mr. Wesley, Ms. Edwards, Mr. Findley, Mr. Heshmat and Mr. Ramage. Mr. Gray and Mr. Reichert joined the meeting in progress.

B. Pledge of Allegiance

Chairman Edwards led the audience in the pledge of allegiance.

C. Adoption of Agenda of the February 27, 2013 Meeting

MOTION NO. 02-27-13-1:

Mr. Rosenthal moved to adopt the agenda of the February 27, 2013 meeting. Mr. Wesley seconded.

Those members voting aye were Mr. Rosenthal, Mr. Wesley, Ms. Edwards, Mr. Findley, Mr. Heshmat (advisory), and Mr. Ramage. PASSED

D. *Introductions and Recognitions* - None

E. *Hearing of Citizens* - None

AGENDA ITEM II.A

II. Consent Agenda

MOTION NO. 02-27-13-2:

Mr. Findley moved to:

- approve the minutes of the Regular Meeting of January 23, 2013;
- ratify payments of weekly checks issued during January 2013 and ratify, subject to audit, the January 31, 2013 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;
- approve the purchase of two 2013 Chevy Impala squad cars from Green Chevrolet Buick GMC at a total cost of $36,693.96 with an additional $4,500 set aside to other identified vendors needed to outfit the cars with the necessary police equipment;
- approve clinical site agreement with Mill Creek Care Center of Springfield, IL; to approve second amendment to Education Affiliation Agreement with Springfield Clinic, LLP;
- ratify DCEO Illinois Energy Now application in the amount of $260,039; move to ratify participation in the Central Illinois Advanced Manufacturing Partnership in the amount of $60,000;
- approve a 36 month lease with Union Leasing, Inc. for one 2013 Ford E250 Cargo Van at an annual cost of $3,948;
- approve the Statement of Final Construction Compliance report to ICCB for the referenced projects;
- approve the lowest responsible Base Bid from E.L. Pruitt in the amount of $122,538 to complete the replacement of the Sangamon Hall Air Handler Unit #2 at LLCC's Main Campus;
- accept the proposal from Graham & Hyde, Inc. in the amount of $15,000 to provide design services for the Bleacher Replacement at Cass Gymnasium;
- ratify the listed change order in the amount of $13,376 for the Menard Hall Roof Replacement project as presented; and
- ratify the purchase of Automatic Transfer Switches from HD Supply Utilities, Ltd. for the amount of $103,334.

Mr. Rosenthal seconded.

Those members voting aye were Mr. Rosenthal, Mr. Wesley, Ms. Edwards, Mr. Findley, Mr. Heshmat (advisory), and Mr. Ramage. PASSED

AGENDA ITEM II.A

III. Action Agenda

A. *Policies* - None

B. Academic Services Division Items - None

1. Sabbatical Leave Recommendation for 2013-2014

Professor Paul Van Heuklom's, request for sabbatical leave for the 2013-2014 academic year was reviewed by the Sabbatical Leave Committee and the Vice President of Academic Services. Request is made to approve Professor Paul Van Heuklom's sabbatical leave request for the 2013-2014 academic year.

MOTION NO. 02-27-13-3:

Mr. Findley moved to approve the sabbatical leave for Paul Van Heuklom for the Spring Semester 2014. Mr. Wesley seconded.

Those members voting aye were Mr. Rosenthal, Mr. Wesley, Ms. Edwards, Mr. Findley, Mr. Heshmat (advisory), and Mr. Ramage. PASSED

2. Naming of Faculty Emeritus

LLCC Board Policy permits the conferring of the honorary title "Emeritus" upon a retired full-time faculty member who meets the established criteria. The Faculty Emeritus Committee of the Faculty Senate recommends granting "Emeritus" status to Elijah Singley.

MOTION NO. 02-27-13-4:

Mr. Wesley moved to approve the honorary title of "Emeritus" to the following retired full-time LLCC faculty member: Elijah Singley. Mr. Rosenthal seconded.

Those members voting aye were Mr. Rosenthal, Mr. Wesley, Ms. Edwards, Mr. Findley, Mr. Heshmat (advisory), and Mr. Ramage. PASSED

3. Summary of Changes for 2012 – 2014 Catalog Addendum

An Executive Summary documenting substantive changes for the 2012-2014 college catalog was provided as an external attachment. Board approval is requested for the 2012-2014 college catalog addendum.

MOTION NO. 02-27-13-5:

Mr. Findley moved approval of the 2012-2014 college catalog addendum. Mr. Wesley seconded.

Those members voting aye were Mr. Rosenthal, Mr. Wesley, Ms. Edwards, Mr. Findley, Mr. Heshmat (advisory), and Mr. Ramage. PASSED

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

IV. <u>Information Items</u>

A. Staff Reports

1. Academic Services – None
2. Student Services – None
3. Administrative Services
   a. Position Vacancies and Hires

Dr. Warren noted an updated version of Position Vacancies and Hires is provided. She also stated search committees are being formed for the vacant faculty positions.

Mr. Gray and Mr. Reichert joined the meeting at 5:15 pm.

b. Construction Progress Update

The LLCC Workforce Careers Center has achieved the points required for LEED Silver Certification. Plans are underway to install a recognition plaque for this distinguished certification. The Athletic Field Drainage Improvements project is currently in the bidding process, and the first portion of the Energy Conservation Measures Project is underway.

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 Board of Trustees Election results must be certified once the County Clerks, for the 15 counties within our district, have completed their official canvassing of the election results. If the County Clerks have not completed this process prior to the April 24 Board of Trustees meeting, a special meeting will need to be held to certify votes and seat new Board members.

B. President's Report

Dr. Warren reported February has been a busy month for the College. Senator Andy Manar visited LLCC's main campus, touring the campus and LLCC's Workforce Careers Center. Senator Manar and Board member/State Representative Wayne Rosenthal are coordinating a summit for high school Superintendents.

LLCC celebrated President Abraham Lincoln's birthday on February 12 with numerous events including Lincoln Impersonator, Fritz Klein, greeting students in the A. Lincoln Commons, posing for pictures with students and handing out specially made treats created by the LLCC Epicurean Club. Lincoln Historian Bryon Andreasen presented LLCC's fifth annual Lincoln Lecture entitled "Lincoln in the Movies: A Historical Perspective" to more than 150 students, staff, faculty and community members. Activities at LLCC-Jacksonville and Beardstown included a trip to the Abraham Lincoln Presidential Museum in Springfield. LLCC-Litchfield and Taylorville hosted a Lincoln Essay Contest for high school junior and seniors, a Lincoln Scavenger Hunt, and enjoyed refreshments.

Honoring February as African American History month, LLCC hosted a variety of cultural events including an African-American Vendor Day, featuring ethnic food sampling and cultural displays and booths. Retired LLCC Professor Virgil Rhodes entertained students and staff with his "Saxophone and African-American Poetry Improvisations". Events will conclude on February 28 with an African-American History

Month Finale and Women's History Month Kickoff dinner and program entitled: "Celebration of Women…Lighting the Way".

LLCC crowned Mr. Garrett Belville and Ms. Zainab Jasim, as the new Homecoming King and Queen at the College's Homecoming Dance on February 16, 2013.

Approximately 400 prospective students attended LLCC Day on February 18, 2013. Morning and evening sessions were held, with presentations, tours and departmental representatives available for questions and answers.

LLCC's Recital Series included "An Afternoon of Bluegrass Music" by The River Ramblers on February 10. Soprano Melinda Pitt Kaye presented a multi-media recital on February 24 and the James S. Murray Gallery is hosting Michael Dixon's current body of work "Shared Histories" through March 7.

More than 300 students from 19 high schools in the LLCC district competed in the 17th Annual Worldwide Youth in Science and Engineering (WYSE) challenge on February 5, 2013.

LLCC hosted the 7th Annual Rube Goldberg Competition for fifth graders on February 23, 2013, showcasing "Outlandish Machines" designed by the students.

The 11th Annual Education Career Day was held on February 25, 2013 for students and community members interested in education as a career. Nine senior institutions with teacher education/training programs participated in the event.

LLCC-Jacksonville hosted the annual Regional Office of Education Art Show on February 1, 2013.

Lincoln Land's Quiz Bowl Team recently placed third at the sectional tournament in Louisville, Kentucky, which qualifies the team for the National 2013 Community College Championship Tournament in St. Louis on March 1 and 2, 2013.

Bill Callaway, Director of LLCC's Associate Degree Radiography Program has been elected for a two-year term, as Secretary-Treasurer of the Association of Collegiate Educators in Radiologic Technology.

Michelle Watson, a second-year Radiography Program student was awarded second place in the Research Paper Competition at the Association of Collegiate Educators in Radiologic Technology conference for her paper entitled "Exploring Chiari Malformations in Medical Imaging".

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*

Chairman Edwards reported that she, fellow Board members, and Dr. Warren recently attended the 2013 Association of Community College's National Legislative Summit in Washington, D.C. which provided an excellent opportunity to meet with Legislators and members of Congress to discuss Lincoln Land Community College and community college issues.

I. *Secretary's Report* - None

J. *Foundation Report* - None

K. *Other Board Members' Reports*

V. Strategic Discussion

A. Informational Presentation Regarding Goal 2 - Diversity and Cultural Awareness and Goal 3 – Economic Responsiveness

Ms. Bergeron provided a PowerPoint presentation which continued a review of Indicators for LLCC's Strategic Plan based on FY 2012 data, utilizing the LLCC Dashboard. The presentation highlighted Goal 2 - Diversity and Cultural Awareness and Goal 3 – Economic Responsiveness.

VI. Executive Session

MOTION NO. 02-27-13-6:

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. Findley seconded.

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

AGENDA ITEM II.A

VII. Actions from Open/Executive Session

MOTION NO. 02-27-13-7:

Mr. Findley moved to grant tenure (continuing status) for the 2013-2014 Academic Year to Nancy Derrig, Cathleen Ferguson, Janet Moulton, Randy Rue, Matthew Vespa, and Danyle Watkins and to re-employ Anthony DiMaggio, Joseph Hoff, John Ratliff, Sara Bachmann, Constance Costello, Brian Earley, Christa Gorman, Jennifer O'Malley, Eric Prochaska, Cindy Smock, Keven Tait, Allan Tomnitz, Jason Waddell, and Leon Williams for the 2013-2014 Academic Year. Mr. Gray seconded.

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

MOTION NO. 02-27-13-8:

Mr. Wesley moved to approve the listing of faculty positions for the 2013-2014 academic year. Mr. Gray seconded.

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

MOTION No. 02-27-13-9:

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

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

VIII. Adjournment

The meeting adjourned at 6:52 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: February 27, 2013

Name	Meeting	Location	Date	Account	Amount
Cheek, Sharon and Student Radiographers (Approx. 7 Students)	Association of Collegiate Educators in Radiologic Technology	Las Vegas, NV	February 6-8, 2013	Club Trip	$6,065*
Whalen, Lynn	Noel Levitz Enrollment Management Conference	Overland Park, KS	February 5, 2013	Administrative	$393
Whalen, Thomas	Spencer Museum of Art	Lawrence, KS	November 30 – December 2, 2012	Faculty	$377

**Club Funds*

AGENDA ITEM II.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Out-of-State Travel

DATE: February 27, 2013

Name	Meeting	Location	Account	Amount
Barry, Christopher	Sinclair Community College SSP Visit	Dayton, OH	Staff Development	$139
Beckmier, Craig and ABM 150 (Approx. 8 Students)	Houston Livestock Show and Rodeo	Houston, TX	Club Trip	$1302*
Bixby, Ruth	AOTA Annual Meeting & Exposition	San Diego, CA	Restricted	$2,374
Burger, Michelle and Logger Activities Board (Approx. 5 Students)	APCA Nationals Programming Conference	Atlanta, GA	Club Trip	$7,060*
Callaway, William	Annual Radiography Student/Educator Conference	Iowa City, IA	Paid by Annual Radiography Student/Educator Conference	$0
Clevenger, Julie	Sinclair Community College SSP Visit	Dayton, OH	Staff Development	$139
Cruz, Esteban	Sinclair Community College SSP Visit	Dayton, OH	Staff Development	$139
Cruz, Esteban	ACUTA 42nd Annual Conference	San Diego, CA	Administrative	$2,299
Frederick, Lesley	Sinclair Community College SSP Visit	Dayton, OH	Staff Development	$259
Gentry, Brad	ICLEA 2013 Annual Conference	Louisville, KY	Administrative	$1,722
Lovekamp, Janice	AST National Conference	New Orleans, LA	Restricted	$1,630
Maskey, Cynthia	NOADN Board Meeting	Washington, DC	Paid by NOADN	$0
Rockey, Marci and Phi Theta Kappa Club	PTK Convention	San Jose, CA	Club Trip	$7,037*
Taylor, Tyra	Sinclair Community College SSP Visit	Dayton, OH	Staff Development	$139
Vinzant, John and POS 165 (Approx. 8 Students)	Model IL Government Trip	Springfield, VA	Club Trip	$6,849**
Warren, Charlotte	AACC 93rd Annual Convention	San Francisco, CA	Administrative	$2,700
Warren, Mary	Sinclair Community College SSP Visit	Dayton, OH	Staff Development	$139

**Club Funds* ***Institutional Funds*

AGENDA ITEM II.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Employment Recommendations

DATE: February 27, 2013

We recommend the following personnel actions:

ADMINISTRATIVE

A. Approve the employment of Mr. Ben Roth as Director-Systems and IT Infrastructure. Mr. Roth has been employed with LLCC since 1998 in the IT department serving in the roles of Systems Administrator I and Information Specialist. He most recently served as the interim Director-Systems and IT Infrastructure. He holds a Bachelor of Arts in History from the University of Illinois Springfield and an Associate in Applied Science in Network Administration from Lincoln Land Community College. His promotion will be effective March 1, 2013, and placement will be on Salary Grade L. A copy of Mr. Roth's resume is attached.

AGENDA ITEM II.B

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratify Payment of Bi-Monthly Checks and the February Treasurer's Report

DATE: March 27, 2013

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 bi-monthly accounts payable checks issued during February 2013 (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 February 28, 2013.

MOTION: Ratify payments of bi-monthly checks issued during February 2013 and ratify, subject to audit, the February 28, 2013 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: March 27, 2013

Name	Meeting	Location	Date	Account	Amount
Bradley, Pamela	International Nursing History Conference	Charlottesville, VA	March 15-16, 2013	Paid by Foundation	$0
Liesen, Diane	Alabama Society of Electroneurodiagnostic Technologists Annual Seminar and Meeting	Birmingham, AL	March 7-9, 2013	Paid by American Board of Registration of Electroencephalographic and Evoked Potential Technologists	$0
Liesen, Diane	Northeastern Society of Electroneurodiagnostic Technologists	Bethlehem, PA	March 19-21, 2013	Paid by American Board of Registration of Electroencephalographic and Evoked Potential Technologists	$0

Vertrees/Curry

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: March 27, 2013

Name	Meeting	Location	Account	Amount
Bradley, Pamela	Nat'l League for Nursing Accrediting Commission, Inc. Self Study Forum	Dallas, TX	Restricted	$1,408
Callaway, William	Joint Review Committee on Education in Radiologic Technology Accreditation Seminar	Dublin, OH	Administrative	$462
Cox, Dave & BIO 208 (Approx. 20 Students)	Marine Biology	Calabash Caye, Belize	Class Trip	$28,080*
Dunn, Bobette	2013 Assoc. for Institutional Research Annual Forum	Long Beach, CA	Staff Development	$2,193
Fischberg, Eve & LLCC Quiz Bowl Team (Approx. 7 Students)	Western Invitational Tournament	Kirksville, MO	Club Trip	$420**
Goetsch, Peggy & Environmental Club (Approx. 25 Students)	Smoky Mountains Hiking and Camping Trip	Gatlinburg, TN	Club Trip	$120**
Moulton, Janet	Advanced Care Excellence for Seniors Workshop	Indianapolis, IN	Restricted	$439
Pensoneau, Taylor & Liz, Alexander, John & Jeannie & CEW 120-02A, 02B, ALL3 (Approx. 30 Students)	Meandering Through Missouri: "Springtime in Little Dixie"	St. Joseph, MO	Community Education Class Trip	$3,550*
Reese, Cynthia	Nat'l League for Nursing Accrediting Commission, Inc. Admin. Workshop	Atlanta, GA	Restricted	$952
Reese, Cynthia	Nat'l League for Nursing Accrediting Commission, Inc. Self Study Forum	Dallas, TX	Restricted	$1,408
Sanders, Karen	Assoc. of Fundraising Professionals Int'l Conference on Fundraising	San Diego, CA	Administrative	$2,239

**Student Fees*
***Club Funds*

Vertrees/Curry

AGENDA ITEM II.E.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Facilities Truck

DATE: March 27, 2013

LLCC's Facilities Services Department has requested replacement of a truck currently used by the grounds crew. The truck, a 1990 Chevy 1 Ton Dump, is not serviceable and will require major repairs if retained by LLCC. The new truck will be used for snow removal and maintenance trips to the Educational Service Areas (ESA).

We would like to take advantage of joint purchasing provisions that allow the college the opportunity to procure quality equipment at discounted prices that have already been successfully bid. Therefore, we are seeking Board approval to purchase one 2013 Ford F350 4x4 Regular Cab Truck from Bob Ridings in Taylorville at a total delivered cost of $41,619.00, which includes a 9 foot dump body package with electric hoist and fold down sides, an 8.5 foot V-shaped snow plow, and a Tommy Gate "load and dump" lift gate. Also included is a $2,000 trade-in of a 1990 Chevy 350 with dump and snowplow.

The vehicle is available through Central Management Systems on state contract pricing.

Budget Impact:

Total Funds Requested:	$41,619
Source of Funds:	FY'13 Budget
Projected Revenue:	n/a
Projected Savings:	n/a

Student Learning Impact:

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

How will proposed agenda item be measured? n/a

MOTION: Move to approve the purchase of one 2013 Ford F350 Regular Cab 4x4 from Bob Ridings, Inc at a total cost of $41,619.

Vertrees/Kother/Curry

AGENDA ITEM II.E.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Four Winds Interactive Digital Signage

DATE: March 27, 2013

Board approval is requested for the purchase of a digital signage system from Four Winds Interactive, sole source vendor. The digital signage system includes the content management software, all necessary hardware, and four interactive touch-screens to be installed in A. Lincoln Commons, Menard Hall, Sangamon Hall, and Workforce Careers Center. The screens are interactive and will provide information about campus news and events, classroom and office locations, and any other information centrally coordinated by the College.

Budget Impact:

Total Funds Requested:	$49,000
Source of Funds:	Funding Bond Proceeds
Projected Revenue:	n/a
Projected Savings:	n/a

Student Learning Impact:

How will proposed agenda item impact student learning?
The interactive touch-screens will provide relevant and timely information to students about the campus and classroom location.

How will proposed agenda item be measured?
The college will be able to use technology for the smooth operation of the institution, and to improve student access.

MOTION: Move to approve the purchase of digital signage from Four Winds Interactive at a total cost of $49,000.

Cruz

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: March 27, 2013

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

The Health Professions Department seeks to enter into a contract with the Orthopedic Center of Illinois to provide clinical site experience for students enrolled in the Associate Degree Radiography Program. The Orthopedic Center of Illinois has clinical facilities suitable for the educational needs of the students.

The Illinois Department of Transportation (IDOT) has requested that Capital City Training Center (CCTC) partner with Novatech Solutions to provide Microsoft end-user training to staff at IDOT's Springfield location during the month of March. Approximately 60 IDOT employees will receive training.

LLCC's Health Professions Department has entered in to a Memorandum of Understanding with Benedictine University. This MOU creates a partnership between Benedictine University and LLCC to facilitate the transfer of LLCC course credits from the LLCC Associate Degree Nursing Program (ADN) to the Benedictine University Bachelor of Science in Nursing (BSN) degree program.

MOTION: Move to approve clinical site agreement with the Orthopedic Center of Illinois.

Vertrees/McGee

TRAINING CONTRACTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Contract Total	LLCC Admin Fee	Term
Contracts as informational: items under the CMS Master Education Agreement						
Illinois Department of Transportation Springfield March BOA	The Illinois Department of Transportation (IDOT) has requested that Capital City Training Center (CCTC) partner with Novatech Solutions to provide Microsoft end-user training to staff at IDOT's Springfield location. Approximately 60 IDOT employees will be trained in March.	Illinois Department of Transportation	Capital City Training Center	$6,750	$1,600	March 2013
Contracts as informational: less than $10,000						
Memorandum of Understanding between Benedictine University and LLCC	This Memorandum of Understanding creates a partnership between Benedictine University and LLCC to facilitate the transfer of LLCC course credits from the LLCC Associate Degree Nursing Program to the Benedictine Bachelor of Science in Nursing degree program.	Benedictine University	Health Professions / Associate Degree Nursing Program	$0	$0	From date of signing for two years
Totals:				**$6,750**	**$1,600**	

CLINICAL AGREEMENTS

Agreement Title	Description	Contractor	LLCC Dept / Program	Term
Clinical Site Agreement with the Orthopedic Center of Illinois	The Health Professions Department seeks to enter into a contract with the Orthopedic Center of Illinois, to provide clinical site experience for students enrolled in the Associate Degree Radiography Program. The Orthopedic Center of Illinois has clinical facilities suitable for the educational needs of the students.	Orthopedic Center of Illinois	LLCC Health Professions Department / Associate Degree Radiography program	Date of signing for an indefinite period

AGENDA ITEM II.F.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Extension of Consulting Services Contract with Northwest Comprehensive, Inc.

DATE: March 27, 2013

In December of 2006, the Board engaged Northwest Comprehensive, Inc. to serve as an independent consultant for a thorough review of our health insurance plans resulting in a RFP process. Numerous recommendations were made by John Cerasani of Northwest Comprehensive, Inc. and implemented by LLCC. Those recommendations formed the basis for our current health care benefit package and have proven to be valuable for the College.

For the past six years, Northwest Comprehensive, Inc. has served as a benefit consultant to the College at a cost of $32,000 per year. Their services have included on-going review and recommendations regarding health plan design and administration as well as assistance in securing more favorable terms for our employee life insurance plan, voluntary long-term disability insurance, and dental insurance. An excellent indicator of the value of their services occurred when Northwest assisted LLCC in bidding employee life insurance. As a result of Northwest's expertise, we are receiving additional insured value for our employees with an annual cost reduction of over $30,000. Their assistance in bidding dental insurance resulted in an enhanced benefit at no additional cost with the rates held firm for two years. Northwest also provided valuable assistance in setting up our annual employee health risk assessments that we have conducted for the past five years.

Because of the valuable assistance received from Northwest Comprehensive, Inc., I am recommending a three-year extension of their consulting services contract at no increase over the previous two contracts at $32,000 per year.

AGENDA ITEM II.F.2

Budget Impact:

Total Funds Requested:	$32,000 annually
Source of Funds:	Benefit Fund Budget
Projected Revenue:	$0
Projected Savings:	n/a

MOTION: Authorize the continuation of a consulting services agreement between Lincoln Land Community College and Northwest Comprehensive, Inc. beginning 4/1/13 and ending 3/31/16 at an annual cost of $32,000.

Vertrees

AGENDA ITEM II.F.3

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Modifications to the Memorandum of Understanding Between LLCC and the LLCC Foundation

DATE: March 27, 2013

III. Foundation's Relationship to the Institution

D. The Foundation relies on College employees designated by the College President, with the consent of the Foundation Board of Directors, to fulfill its responsibilities. ~~**The Foundation directly reimburses the College for employment costs related to one full time position and one part-time non-benefit eligible position on annual basis.**~~ The College shall be responsible for payment of all wages and fringe benefits to any personnel used by the Foundation. **The Foundation directly reimburses the College for mutually agreed upon employment costs as set forth by the annual Foundation and College budgets.**

VI. Asset Management

The Foundation will monitor its asset-allocation, disbursement, and spending policies that adhere to applicable federal and state laws including the Uniform Prudent Investor Act (UPIA) and the Uniform **Prudent** Management of Institutional Funds Act (U**P**MIFA).

MOTION: Move to approve the recommended modifications to the Memorandum of Understanding between LLCC and the LLCC Foundation.

AGENDA ITEM II.I.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Athletic Field Improvements

DATE: March 27, 2013

Sealed proposals were received on February 12, 2013, for the Athletic Field Improvements at our main campus. These improvements include the re-grading and seeding of both fields with natural grass, replace outfield fences, and install new irrigation and subsurface tiling. In addition to the Base Bid the Alternate Bids were:

Alt. #1 Wood Outfield Fence (in lieu of chain link)
Alt. #2 Outfield Sod (in lieu of seeding)
Alt. #3 Concrete at Concession Stand
Alt. #4 Concrete at Bleachers
Alt. #5 New Foul Poles

Contractor	Base Bid	Alt #1	Alt #2	Alt #3	Alt #4	Alt #5
Evans Construction Co.	$598,000	$4,850	$42,600	$3,450	$6,050	$17,800
Halverson Construction Co. Inc.	$623,800	$6,600	$42,600	$5,150	$7,875	$9,250
Harold O'Shea Builders	**$587,145**	**$7,299**	$42,317	$5,493	$10,308	$17,703
Laverdiere Construction, Inc.	$708,000	$16,000	$38,400	$5,200	$7,100	$10,500

Vertrees/Garvey

AGENDA ITEM II.I.1

Budget Impact:

Total Funds Requested:	$594,444
Source of Funds:	2008 Funding Bond & 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, administrative and leisure activities take place.

How will proposed agenda item be measured?

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

MOTION: Move to approve the Base Bid and Alt. Bid #1 from Harold O'Shea Builders in the amount of $594,444 to complete the Athletic Field improvements at LLCC's Main Campus.

Vertrees/Garvey

AGENDA ITEM II.I.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Selection of Architectural Firm for Main Campus Parking Lot Striping and Sealing

DATE: March 27, 2013

It is time to reseal and restripe our parking lots and streets. Martin Engineering Company, the architectural firm we engaged for previous parking lot improvement projects, has agreed to provide design services for this project. They are proposing a fee of $17,600 to provide these services, which is within the fee structure range for a project of this scope and complexity.

Budget Impact:

Total Funds Requested:	$17,600
Source of Funds:	2008 Funding Bond
Projected Revenue:	n/a
Projected Savings:	n/a

Student Learning Impact:

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

How will proposed agenda item be measured? n/a

MOTION: Move to accept the proposal from Martin Engineering Company in the amount of $17,600 to provide design services for the Main Campus Parking Lot Striping and Sealing.

Vertrees/Garvey

III. Action Agenda

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: March 27, 2013

POSITION VACANCIES

Administrative
Assistant Vice President, Financial Aid

Faculty
Biology Instructor
English Instructor
Sociology Instructor

RETIREMENTS

Classified

Debbie Johnson	Administrative Assistant	06/30/13
Barbara Marr	Administrative Assistant	05/01/13
Karen Middleton	Education Services Representative	05/30/13

HIRES

Professional

Dave Mahan	Police Officer	03/04/13
Joshua Meyer	Police Officer	03/01/13

Classified

Tiffany Andrews	Human Resources Assistant	03/25/13

AGENDA ITEM IV.A.3.b

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: March 27, 2013

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 project is complete. We are awaiting formal LEED Silver Certification from the U.S.G.B.C.

Theatre Program
We have resumed meetings with the stakeholders and the Architect to develop the program documents and statements of probable cost.

Athletic Field Drainage Improvements
The recommendation for contractor is before you this evening.

Front Entry Improvements
The development of the Contract Documents is underway.

Energy Conservation Measures Project
The project is underway, proceeding smoothly and is on schedule for successful completion in late April.

Parking Lot Sealing &Striping
We are recommending Martin Engineers, Inc., as the consulting engineer on this project, for your approval this evening.

AGENDA ITEM IV.A.3.b

PHS Projects – FY' 11

Campus Boulevard Lighting Replacement
Contract Documents are being prepared.

Sangamon Hall Air Handler Replacement
The project is underway.

Variable Frequency Drive Units Replacement
Contract Documents are being prepared.

PHS Projects – FY' 12

Generator Project
The project is underway.

PHS Projects – FY' 13

Menard Remediation
The development of the Contract Documents, to address the concrete settlement, is underway.

Cass Gym Bleacher Replacement
Bids were received on March 26th and are being evaluated. A contractor recommendation will be submitted for your approval at the April board meeting.

Capital Renewal Project
A project to provide masonry repairs to Sangamon, Menard and Cass was approved by the Capital Development Board during their Feb. 14th meeting.

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.

Vertrees/Garvey

All Capital Projects

The following information is a reflection of information that has been provided to the Business Office as of February 28, 2013

Type / Year	Colleague Dept #	Project Name	Funding Source	Sum of Original LLCC Budget Approved / Estimated	Sum of Original Contract Amount	Sum of Change Orders	Sum of Adjusted Contract Amount	Sum of Retainage	Sum of Payments To Date	Sum of Contract Balance Remaining	Sum of Contract % Remaining
FY2009 PHS	70912	EREC Modular Renovation	L	248,500.00	26,358.00	-	26,358.00	-	5,185.00	21,173.00	80.33%
	70917	ADA Sidewalk - Commons	L	109,500.00	64,709.10	10,701.00	75,410.10	-	124,763.24	(49,353.14)	-65.45%
FY2009 PHS Total				**358,000.00**	**91,067.10**	**10,701.00**	**101,768.10**	**-**	**129,948.24**	**(28,180.14)**	**-27.69%**
FY2010 PHS	70918	CCTC HVAC	L	523,520.00	460,335.00	5,794.00	466,129.00	-	423,666.10	42,462.90	9.11%
	70919	Cass Gym Lighting Replacement	L	121,302.00	54,385.00	700.00	55,085.00	-	55,085.00	-	0.00%
	70920	Main Campus Parking Lot Lighting Replacement	L	355,051.00	238,200.00	65,211.48	303,411.48	-	304,639.32	(1,227.84)	-0.40%
FY2010 PHS Total				**999,873.00**	**752,920.00**	**71,705.48**	**824,625.48**	**-**	**783,390.42**	**41,235.06**	**5.00%**
FY2011 PHS	70921	Campus Boulevard Lighting Replacement	L	100,876.00	10,465.00	-	10,465.00	-	-	10,465.00	100.00%
	70922	Menard Hall Roof Replacement	L	1,072,344.00	809,450.00	13,376.00	822,826.00	-	662,362.21	160,463.79	19.50%
	70923	Variable Frequency Drive Units	L	204,571.00	21,017.00	-	21,017.00	-	1,478.02	19,538.98	92.97%
	70924	Sangamon Hall Air Handler Replacement	L	186,682.00	153,083.00	-	153,083.00	-	14,364.27	138,718.73	90.62%
FY2011 PHS Total				**1,564,473.00**	**994,015.00**	**13,376.00**	**1,007,391.00**	**-**	**678,204.50**	**329,186.50**	**32.68%**
FY2012 PHS	70925	Generation Plant	L	728,354.00	831,688.00	(182,451.00)	649,237.00	-	107,395.34	541,841.66	83.46%
	70926	Cass Gym Roof Replacement	L	588,846.00	267,903.00		267,903.00		220,695.94	47,207.06	17.62%
	70927	Child Development Center Roof Replacement	L	76,029.00	60,435.00	-	60,435.00	-	49,751.20	10,683.80	17.68%
FY2012 PHS Total				**1,393,229.00**	**1,160,026.00**	**(182,451.00)**	**977,575.00**	**-**	**377,842.48**	**599,732.52**	**61.35%**
FY2013 PHS	70928	Cass Gym Bleacher Replacement	L	339,000.00			-			-	0.00%
FY2013 PHS Total				**339,000.00**			**-**			**-**	**0.00%**
Infrastructure Fee	73901	Taylorville Parking Lot	L	-	27,245.40	-	27,245.40	-	28,533.90	(1,288.50)	-4.73%
	73903	Main Campus Parking Lot	L	655,658.00	582,016.55	74,706.09	656,722.64	-	656,722.64	-	0.00%
	73904	Surgical Tech/CNA Suite	L	732,600.00	786,691.64	(70,470.00)	716,221.64	-	744,181.05	(27,959.41)	-3.90%
Infrastructure Fee Total				**1,388,258.00**	**1,395,953.59**	**4,236.09**	**1,400,189.68**	**-**	**1,429,437.59**	**(29,247.91)**	**-2.09%**
Funding Bonds	77902	Athletic Field Drainage Improments	L	575,000.00	53,230.00		53,230.00		47,007.00	6,223.00	11.69%
	77903	Front Entry Improvements	L	700,000.00	59,750.00		59,750.00		31,857.20	27,892.80	46.68%
	77904	Menard Vestibule	L	55,000.00	41,145.00		41,145.00		21,533.80	19,611.20	47.66%
	77905	Parking Lot Striping & Resurfacing	L	500,000.00			-			-	0.00%
	77906	Campus Kiosk	L	50,000.00			-		12,423.51	(12,423.51)	0.00%
	77911	Connecting Link	L	4,500,000.00	3,968,811.61	475,702.87	4,444,514.48	-	4,451,116.65	(6,602.17)	-0.15%
	77913	Workforce Career Center	L	24,863,110.76	22,115,744.29	1,081,221.63	23,196,965.92	-	23,606,832.99	(409,867.07)	-1.77%
	77914	Western Region Classroom	L	479,758.00	739,092.24	46,164.95	785,257.19	-	727,026.53	58,230.66	7.42%
	77915	Storage Building	L	1,200,000.00	1,212,961.62	-	1,212,961.62	-	1,172,760.62	40,201.00	3.31%
Funding Bonds Total				**32,922,868.76**	**28,190,734.76**	**1,603,089.45**	**29,793,824.21**	**-**	**30,070,558.30**	**(276,734.09)**	**-0.93%**
ICCB Capital Budget Rec	NEW	Education Service Area Expansion	S,L	4,235,000.00	-	-	-	-	-	-	0.00%
		Logan Hall	S,L	3,404,000.00	-	-	-	-	-	-	0.00%
		Millennium Center ITS	S,L	635,000.00	-	-	-	-	-	-	0.00%
		Student Services/Testing Center	S,L	2,740,000.00	-	-	-	-	-	-	0.00%
		WDRC-Adult Ed/Comm Educ	S,L	1,445,000.00	-	-	-	-	-	-	0.00%
ICCB Capital Budget Request Total				**12,459,000.00**	**-**	**-**	**-**	**-**	**-**	**-**	**0.00%**
Loan	78903	Energy Conservation Measures	L	1,197,300.00	1,197,300.00		1,197,300.00		119,729.00	1,077,571.00	90.00%
Loan Total				**1,197,300.00**	**1,197,300.00**		**1,197,300.00**		**119,729.00**	**1,077,571.00**	**90.00%**
Grand Total				**52,622,001.76**	**33,782,016.45**	**1,520,657.02**	**35,302,673.47**	**-**	**33,589,110.53**	**1,713,562.94**	**4.85%**

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

Notations:
+ Indicates that the 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

APRIL 2013	MAY 2013	JUNE 2013	JULY 2013
• FY'13 Preliminary Revenue Estimate • Seating of New Student Trustee • Board Meeting 4/24/13 • Student Recognition Ceremony 4/30/13	• LLCC Foundation Gala 5/4/13 • Adult Ed Recognition Ceremony 5/15/13 • Commencement 5/17/13 • Board Meeting 5/22/13	• FY'14 Professional Service Contracts • Summer Adjunct Faculty Listing • Budget Workshop • Board Meeting 6/26/13	• FY'14 Tentative Budget • Board Meeting 7/24/13
AUGUST 2013	**SEPTEMBER 2013**	**OCTOBER 2013**	**NOVEMBER 2013**
• Fall Semester Opening Activities • Board Meeting 8/28/13	• Budget Adoption/Public Hearing • Mid-Year Tenure Listing • Annual Planning Meeting • Board Meeting 9/25/13	• Financial Audit Review • PHS Projects • Board Meeting 10/23/13	• Board Meeting 11/20/13
DECEMBER 2013	**JANUARY 2014**	**FEBRUARY 2014**	**MARCH 2014**
• Adopt CY'13 Property Tax Levy • Board Meeting 12/18/13	• Board Meeting 1/22/14	• Sabbatical Leaves • Faculty Contracts and Position Listing • Tenure Listing • Catalog Review and Adoption • Board Meeting 2/26/14	• Administrative Contracts • Board Meeting 3/26/14

V. Strategic Discussion

AGENDA ITEM V.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Foundations of Excellence Update on New Student Orientation

DATE: March 27, 2013

Mr. Chris Barry, Director, Retention & Student Success will be presenting this evening. The Office of Retention and Student Success provides leadership for the development and delivery of a comprehensive, coordinated student success and retention program. His presentation will provide an update regarding progress on the Foundations of Excellence (FoE) and the Academic Quality Improvement Program (AQIP), First Year Experience AQIP Team recommendations. Mr. Barry has been working with cross divisional teams to pilot and implement initiatives to support student success and retention at LLCC. These efforts contribute most directly to the college's Goal 1 – Student Access and Success.

Frederick