LLCC
Board of Trustees
Regular Meeting
July 31, 2013

Justin Reichert, Chair

Craig Findley, Vice Chair

Jerry Wesley, Secretary

Jeff Fulgenzi

Kent Gray

Wayne Rosenthal

Dennis Shackelford

Garrett Belville, Student Trustee

Charlotte Warren, President

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

AGENDA
REGULAR MEETING

Wednesday, July 31, 2013
5:00 P.M.
Lincoln Land Community College
Robert H. Stephens Room

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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, June 26, 2013 at 5:08 p.m. in the Robert H. Stephens Room of the main campus with Chairman Reichert presiding.

I. Preliminary Matters

A. Roll Call

Members present were Mr. Belville, Mr. Reichert, Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi, Mr. Shackelford, Mr. Findley and Mr. Gray.

B. Pledge of Allegiance

Chairman Reichert led the audience in the pledge of allegiance.

C. Adoption of Agenda of the June 26, 2013 Meeting

MOTION NO. 6-26-13-1:

Mr. Gray moved to adopt the agenda of June 26, 2013 meeting. Mr. Fulgenzi seconded.

Those members voting aye were Mr. Belville (advisory), Mr. Reichert, Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi, Mr. Shackelford, Mr. Findley and Mr. Gray. PASSED

AGENDA ITEM II.A

II. Consent Agenda

MOTION NO. 6-26-13-2:

Mr. Gray moved to:

- approve the minutes of the Regular Meeting of May 22, 2013;
- ratify payment of bi-monthly accounts payable checks issued during May 2013 and ratify, subject to audit, the May 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 attached resolution establishing the prevailing rate of wages for construction work completed at Lincoln Land Community College;
- approve the Specific Stop-Loss Policy for FY 2014 proposed by Sunlife at an annual cost of $421,072;
- approve the attached resolution authorizing a transfer of up to $3,000,000 from the Working Cash Fund to the Education and Operations and Maintenance Funds;
- approve the attached resolution transferring interest income from the Working Cash Fund to the Operating Funds;
- approve the purchase of ink and toner cartridges from Bradfields Incorporated;
- approve the establishment of blanket purchase orders for the purchase of textbooks, supplies, shipping, and software maintenance agreements from the preciously listed vendors;
- approve the purchase of various custodial paper products as specified in Invitation to Bid #FY2014-2 from the lowest acceptable bidders at the prices indicated;
- approve the purchase of storeroom envelopes and paper from the lowest responsible bidders at the prices indicated as specified in Invitation to Bid #FY2014-1 at total estimated cost of $38,048.45
- approve the Clinical Site Agreement with St. Francis Hospital in Litchfield;
- approve the annual contract for the Blackboard Enterprise System and Data Integration at a total cost of $72,900;
- approve the annual maintenance contract for the Colleague System software at a total cost of $230,863;
- approve the following Professional Service Contract for Fiscal Year 2014: Eric Grenzebach – Legal Services not to exceed $175,000;
- renew contract for miscellaneous office supplies with OfficeMax in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2011-3;

- ratify grant agreements with ICCB totaling $899,511; ratify the grant agreement with Illinois DCEO in the amount of $130,000; and approve the grant agreement with DHS in the amount of $78,299;
- ratify the listed change order in the amount of $4,827.22 for the Cass Gymnasium Bleacher Replacement project as presented; and
- approve the Base Bid and Alternate Bids #2 & #3 from Truman L. Flatt Co. in the amount of $345,076 to complete the Parking Lot Striping & Site Improvement Project at LLCC's Main Campus and to establish a project contingency in the amount of $35,000.

Mr. Findley seconded.

Those members voting aye were Mr. Belville (advisory), Mr. Reichert, Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi, Mr. Shackelford, Mr. Findley and Mr. Gray. PASSED

III. <u>Action Agenda</u>

A. *Policies*

1. Revision of Board Policy 8.1 – Classifications of Employees

Dr. Warren explained Board Policy 8.1 Classifications of Employees must be revised to define "Other Full-Time" employment and "Other Part-Time" employment in order to be in compliance with the Patient Protection and Affordable Care Act's (PPACA) major coverage requirements, which become effective on January 1, 2014. This policy is submitted for a first reading and will be brought back at the July 2013 Board meeting for approval.

2. New Board Policy – Children on Campus

Dr. Warren stated this proposed new Board Policy is presented tonight for a first reading to address two concerns; the first regarding unsupervised children left unattended on LLCC's campuses; and second, children accompanying students and faculty in the classroom, while attending class. She explained the intent of this policy is not to be punitive, but to ensure all students have access to quality education within classrooms, and promote campus safety by establishing liability guidelines for students, employees, and the College. Dr. Warren reported College administration has reviewed and discussed this proposed new policy with constituent groups across the campus, receiving their support and endorsement. Mr. Fulgenzi inquired if LLCC offered evening child care services and upon discovering that none are provided, stated he was

concerned this proposed new policy could impose a hardship for students. Mr. Fulgenzi also discussed reservations he had with the age limit stated in this proposed new policy. Mr. Ryan Roberts, Faculty Senate President, addressed the Board, stating the Faculty Senate expressed the same concerns and questions introduced by Mr. Fulgenzi, but after thorough examination and discussion, felt supporting this new policy is in the best interest of students, faculty and the College as a whole.

B. Academic Services Division Items - None

C. Student Services Division Items – None

D. Administrative Services Division Items

1. FY 2015 Capital Budget Request

Dr. Warren stated with the Board's approval, the following construction projects will be submitted to the Illinois Community College Board in request of state funding. She noted the projects are listed in priority order. The number one priority project was included in LLCC's 2004 Facilities Master Plan, while subsequent projects are priorities included in LLCC's 2011 Facilities Master Plan.

1. **Project Outreach: Regional Center Expansion** involves complete renovation of the original permanent building at the EREC at an estimated cost of $4,443,500 of which $3,332,500 would be state funds.

2. **Renovation of Montgomery Hall for Adult and Community Education** involves repurposing of the West side of Montgomery Hall (the former Workforce Development Resource Center) to serve as an office and classroom suite for the Adult Education and Community Education programs. Total cost of the project is estimated at $1,517,100 of which $1,138,100 would be state funds.

3. **Millennium Center and IT Office Renovation** is a project to renovate the first floor Millennium Center space that would be repurposed into an office suite for Information Technology and would also involve renovation of the current IT office suite in Menard Hall into classrooms. Estimated cost of this project construction is $666,400 of which $499,400 would be state funds.

4. **Student Services and Testing Center Renovation** is a project to completely renovate the current Student Services and Testing Center space to more accurately reflect current and future staffing patterns and modes of operation. This project has an estimated cost of $2,875,400 of which $2,156,400 would be state funds.

5. **Logan Hall and Millennium Center Renovations** involves renovations necessary to consolidate the Nursing Program with other Health Careers programs in Logan Hall and to renovate the vacated space in the Millennium Center to house IT, Architecture, and CAD/GIS labs. The estimated cost of this project is $3,568,300 of which $2,676,300 would be state funds.

MOTION NO. 6-26-13-3:

Mr. Findley moved to authorize the request for state funding for fiscal year 2015 of the projects defined herein. Mr. Gray seconded.

Those members voting aye were Mr. Belville (advisory), Mr. Reichert, Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi, Mr. Shackelford, Mr. Findley and Mr. Gray. PASSED

E. Information Technology Systems Items - None

F. Workforce Development and Community Education Items – None

G. Executive Division Items - None

IV. <u>Information Items</u>

A. Staff Reports

1. Academic Services - None

2. Student Services – None

3. Administrative Services

a. Position Vacancies and Hires

Dr. Warren stated the two Information Technology positions listed are the result of a re-organization within the department and noted the new hire in the President's Office is due to Ms. Debbie Johnson's retirement, at the end of June 2013.

b. Construction Progress Update

The Front Entry project is progressing, the old signage has been removed and issues with the City of Springfield have been resolved. The formal LEED Silver Certification for

the Workforce Careers Center was received today from the United States Green Building Council. The Theater Program project awaits a bond sale by the State of Illinois and work on the Athletic Field Drainage Improvements project continues.

4. Information Technology Systems – None

5. Workforce Development and Community Education - None

6. Executive Division

    a. Review of Agenda Master Calendar

Dr. Warren reminded Trustees a Budget Workshop will follow tonight's Board of Trustees meeting and the Tentative FY14 Budget will be presented for review in July.

B. President's Report

Dr. Warren reported Summer session is under way with enrollment up 1.2% compared to Summer 2012, with credit hours dipping slightly at -.6%.

New Student Orientation sessions continue for Fall students and the June 18, 2013 LLCC Day – Summer Edition, had approximately 130 prospective students and family members in attendance.

Board members have a copy of the LLCC Systems Portfolio at their seats, which officially begins LLCC's Accreditation process. The Systems Portfolio is a summary of required accreditation criteria which will be reviewed through an Academic Quality Improvement Project (AQIP) accreditation process developed by the Higher Learning Commission. A written response from AQIP is expected this Fall, followed by a November accreditation visit. Dr. Warren explained two new Action Projects are being launched as part of the AQIP process.

The Illinois Army National Guard recently partnered with LLCC to train National Guard and Reserve Soldiers as Army Food Service Specialists utilizing LLCC's culinary labs. Dr. Warren was presented with a plaque from the Illinois Army National Guard recognizing LLCC's support in this endeavor.

LLCC partnered with the Illinois Grape Growers Association in hosting the Illinois State Wine Competition on June 19, 2013 in the Workforce Careers Center culinary labs.

LLCC student and Loggers Outfielder, Ryan Aper, was named NJCAA Division II Baseball Player of the Year and was also selected in the 6th round of the MLB draft by the Miami Marlins.

LLCC student and Loggers Pitcher, Devin Moore was selected 27th in the MLB draft by the Chicago White Sox.

Several members of the LLCC Choir participated in the National Festival Honor Chorus at Chicago Symphony Hall over the Memorial Day weekend.

A group of Agriculture students recently had the unique opportunity to participate in the first ever "Head Start" specialized safety training program provided by the Illinois Fertilizer and Chemical Association (IFCA) and the Asmark Institute. This training was a result of an inquiry by Professor Rich Teeter, to bring LLCC Ag students to the new Asmark Institute Agri-Center in Bloomington, IL.

Approximately 50 LLCC students participated in bird banding this Spring, which resulted in banding of 1,083 birds of 70 different species. Many of the students had the opportunity to work with this project.

Nursing Professor, Dr. Pam Bradley, was chosen by the National Council of State Boards of Nursing to serve as a writer for the 2013 National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Student Events Coordinator, Michelle Burger received an Advisor Leadership Award from the Association for the Promotion of Campus Activities.

LLCC hosted an art exhibit entitled "On My Own Time" which showcased the creative and artistic talents of faculty and staff. Eight blue ribbon winners will display their pieces in a city-wide exhibit at Union Station, in downtown Springfield.

The 6th Annual Brian McMillen Memorial Run/Walk was held on LLCC's main campus on May 25, 2013 with hundreds participating. Proceeds benefit the LLCC Brian McMillen Veterans Scholarship and other charities. The Veterans Club established the LLCC Brian McMillen Scholarship to provide financial support to veterans attending LLCC.

LLCC's 10th Annual Motorsports Show will be held on Friday and Saturday, June 28, and 29, 2013 on LLCC's main campus

The Summer College for Kids program, which serves children from 1st through 8th grade, has almost 500 children registered. A June session was held in Jacksonville, with three sessions scheduled to begin July 8, 2013 on the main campus.

C. Report from Faculty Senate

Professor Ryan Roberts introduced himself as the newly elected Faculty Senate President, stating this will be his second, non-consecutive term, as Senate President.

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 - None

I. *Secretary's Report* - None

J. Foundation Report - None

K. Other Board Members' Reports

Mr. Wesley reported he attended the June 7 and 8, 2013, Illinois Community College Trustees Association (ICCTA) Annual meeting with the main topic of discussion once again centered on pension reform. Mr. Wesley also discussed information provided by the Illinois Council of Community College Presidents regarding the allocation of Veteran's funding to a limited number of community colleges, with many colleges, including Lincoln Land, receiving zero funding for the upcoming academic year. He stated that ICCTA plans to keep this item in the forefront of their discussion, noting the impact it will have on limited college budgets.

Mr. Gray inquired into the comparison of Veteran's grant dollars vs. other scholarship dollars and if there was any way to accurately estimate the number of future Veterans who may apply for tuition assistance.

V. <u>Strategic Discussion</u> - None

VI. Executive Session

MOTION NO. 6-26-13-4:

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. Shackelford seconded.

Those members voting aye were Mr. Belville (advisory), Mr. Reichert, Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi, Mr. Shackelford, Mr. Findley and Mr. Gray. PASSED

VII. Actions from Executive Session

MOTION NO. 6-26-13-5:

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

Those members voting aye were Mr. Belville (advisory), Mr. Reichert, Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi, Mr. Shackelford, Mr. Findley and Mr. Gray. PASSED

After completion of the regular meeting of the Lincoln Land Board of Trustees, the Board conducted an Annual Budget Workshop with Mr. Vertrees, Vice President of Administrative Services and Ms. Mary McGee, Associate Vice President of Budget, Financial Planning and Analysis, providing a PowerPoint presentation. Mr. Vertrees reviewed the many budget challenges that LLCC will encounter in the upcoming Fiscal Year; including the loss of $117,000 in Illinois Veterans Grant appropriation. He noted in Fiscal Year 2013 LLCC waived $900,000 in Veterans Grants. Other challenges include no increase in State credit hour and equalization funding, health care reform, SURS Return to Work Rules, pension reform, Retiree's health insurance, slowed growth in property values/EAV, steady to declining enrollment, and funding for new initiatives and programs. Mr. Vertrees explained LLCC's Fund Summary, detailing the purpose of each fund, its funding source, programs/department examples, and how the funds are spent. Ms. McGee reviewed the Fiscal Year (FY) 2013 Projected Revenues and Expenditures, resulting in an estimated $13,998 increase to Fund Balance at FY 2013 year end. Ms. McGee next discussed FY 2014 Operating Projections, which included

the history of Equalized Assessed Value (EAV) growth and the following FY 2014 Revenue Assumptions used in projecting the FY 2014 Budget:

- District Equalized Assessed Value (EAV) estimated to increase 2% from Calendar Year 2012 to Calendar Year 2013
- State funding budgeted at the FY 2013 appropriation for Credit Hour and Equalization funding
- Appropriation for Illinois Veteran's Grant (IVG) being eliminated
- Career and Technical Education (CTE) funding budgeted at estimated receipts
- Corporate Personal Property Replacement Tax (CPPRT) budgeted at estimated receipts
- Tuition at the Board approved rate of $99
- Fees have been held constant
- At this point, FY 2014 enrollment is projected at a 1% decrease from FY 2013 credit hours
- Miscellaneous revenues are based on FY 2013 estimated receipts
- Transfers from other funds remain level with FY 2013 budget

Ms. McGee stated FY 2014 Projected Operating Revenues total $42,618,463, explaining the following FY 2014 Expenditure Assumptions were used in projecting the FY 2014 budget:

- Salary projections include current Board approved increases
- Benefits estimated at current approved rates for FY 2014
- Contractual Services, Materials and Supplies, Fixed Charges and Transfers to Other Funds, remain level at FY 2013 Budget amounts
- Utilities adjusted to reflect energy savings, and includes the annual payment on Energy Project debt
- Conference/Meeting expense and Capital Outlay have been reduced to reflect anticipated expenditures in FY 2014
- The Other expenditure line has been increased due to the increase in Veterans Grant write-offs.
- FY 14 Planning Initiatives targeted for funding are included

Ms. McGee stated the total projected revenue for FY 2014 is $42,618,463, which is an increase of $906,588 from the FY 2013 Budget and presents a balanced FY 2014 Budget. Ms. McGee concluded her portion of the presentation with a review of LLCC's FY 2014 Planning Initiatives.

Mr. Vertrees reviewed Budget challenges met in FY 2013 and concluded the Budget Workshop presentation with an overview of FY 2014 Capital Projects.

VIII. Adjournment

The meeting adjourned at 7:50 p.m.

_____
Chairman Reichert

_____
Secretary Wesley

AGENDA ITEM II.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratification of Out-of-State Travel

DATE: June 26, 2013

Name	Meeting	Location	Date	Account	Amount
Cox, Dave & ICE 100 (Approx. 33 Students)	Birding in Belize	Belmopan, Belize	February 28-March 3, 2013	Community Education Class Trip	$12,521*
Kujawa, Tricia	The Academic Quality Improvement Program (AQIP) Pathway: Exploring New Directions	Overland Park, KS	June 3, 2013	Administrative	$171
Marsaglia, John & Women's Softball Team (Approx. 22 Students)	Softball National Tournament	Clinton, MS	May 13-19, 2013	Team Travel	$17,747
McDonald, Chris	The Academic Quality Improvement Program Pathway: Exploring New Directions	Overland Park, KS	June 3, 2013	Faculty	$271
Moore, Virginia	Phi Theta Kappa International Honors Institute	Philadelphia, PA	June 17-22, 2013	Club Expense	$957

**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: June 26, 2013

Name	Meeting	Location	Account	Amount
Findley, Craig	Legislative Visit	Washington, DC	Trustee	$2,070
Fulgenzi, Jeff	Legislative Visit	Washington, DC	Trustee	$2,070
Gray, Kent	Legislative Visit	Washington, DC	Trustee	$2,070
Liesen, Diane	American Society of Neurodiagnostic Technologists Meeting	Reno, NV	Paid by American Board of Registration of Electroencephalographic and Evoked Potential Technologists	$0
Rosenthal, Wayne	Legislative Visit	Washington, DC	Trustee	$2,070
Shackelford, Dennis	Legislative Visit	Washington, DC	Trustee	$2,070
Vertrees, Rich	National Association of College & Universities Business Officers Annual Meeting	Indianapolis, IN	Administrative	$2,318
Warren, Charlotte	Legislative Visit	Washington, DC	Administrative	$2,070
Warren, Charlotte	AACC President's Academy	Baltimore, MD	Administrative	$2,200

AGENDA ITEM II.A

RESOLUTION REGARDING PREVAILING WAGE RATE FOR CONSTRUCTION WORK AT DISTRICT FACILITIES

To the extent and as required by "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works" approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of Lincoln Land Community College is hereby ascertained to be the same as the prevailing rate of wages for construction work in Bond, Cass, Christian, DeWitt, Fayette, Greene, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Sangamon, Scott Counties area as determined by the Department of Labor of the State of Illinois as of June 2011, a copy of that determination being attached hereto as Exhibit and may be found at http://www.state.il.us/agency/idol/rates/EVENMO/SANGAMON.htm

WHEREAS, the State of Illinois has enacted "An ACT regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City, or any public body or any political subdivision or by anyone under contract for public works", approved June 26, 1941. As amended, being Chapter 820 ILCS 130/1-12, Illinois Compiled Statues;

WHEREAS, the aforesaid Act requires that Lincoln Land Community College investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said Lincoln Land Community College employed in performing construction of public works, for said Lincoln Land Community College; and

NOW, THEREFORE, BE IT RESOLVED by the, Board of Trustees of Lincoln Land Community College District 526, Sangamon County, Illinois, as follows:

Section 1: "A" and incorporated herein by reference. The definition of any terms appearing in this Resolution which area also used in the aforesaid Act shall be the same as in said Act.

Section 2: Nothing herein shall be constructed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works of Lincoln Land Community College to the extent required by the aforesaid Act.

Section 3: Lincoln Land Community College shall publicly post or keep available for inspection by any interested party in the construction management office at Lincoln Land Community College main campus this determination of such prevailing rate of wage.

Section 4: Lincoln Land Community College shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed, or file their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

Section 5: Lincoln Land Community College shall promptly file a certified copy of this Resolution with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

Section 6: Lincoln Land Community College shall cause a notice to be published in a newspaper of general circulation within the area that the determination of prevailing wages has been made. Said notice shall conform substantially to the notice attached hereto. Such publication shall constitute notice that this is the determination of Lincoln Land Community College and is effective.

Approved and dated this 26th day of June 2013

Signature _____
(Board Chair)

Witness _____
(Board Secretary)

AGENDA ITEM II.A

RESOLUTION AUTHORIZING THE TRANSFER OF WORKING CASH FUND MONIES

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 has issued and sold working cash fund bonds and the proceeds thereof have been deposited in a Working Cash Fund; and

WHEREAS, it is proposed to transfer $3,000,000 from the Working Cash Fund of said District to the Education Fund and Operation and Maintenance Fund of said District in anticipation of FY 2013 apportionment, grant payments, and 2012 property taxes for such Educational Purposes Fund; and

WHEREAS, the proposed transfer will be reimbursed from such monies the entire amount of which it is estimated will be $24,596,533 for 2013; and

WHEREAS, this District has issued no tax anticipation warrants. There are no receipts from personal property replacement taxes or debt retirement obligations as required by Section 12 of "An Act in relation to State Revenue Sharing with local governmental entities," approved July 31,1969 as amended, and only $0 has been transferred previously from said Working Cash Fund to the Educational Fund and Operations and Maintenance Fund in anticipation of collection of the aforesaid taxes or monies from other sources.

NOW, THEREFORE BE IT RESOLVED, that the Treasurer of this District is hereby directed to transfer from the Working Cash Fund up to $2,500,000 to the Educational Fund and $500,000 to the Operations and Maintenance Fund as such monies become necessary to meet the ordinary and necessary disbursements of such Educational Purposes Fund.

Dated this 26th day of June, 2013

Signature _____
(Board Chair)

Witness _____
(Board Secretary)

AGENDA ITEM II.A

RESOLUTION AUTHORIZING THE TRANSFER OF INTEREST EARNED ON WORKING CASH FUND MONIES

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 has issued and sold working cash fund bonds and the proceeds thereof have been deposited in a Working Cash Fund; and

WHEREAS, Section 3-33.6 of the Illinois Public Community College Act provides authorization for the transfer of monies earned as interest from the investment of said Working Cash Fund to the Education Fund or the Operations and Maintenance Fund without any requirements of repayment; and

WHEREAS, the amount of interest earned July 1, 2012 through June 30, 2013 from the investment of said Working Cash Fund; and

WHEREAS, it is proposed to transfer interest to the Education Fund of this District, and to the Operations and Maintenance Fund of this District; and

WHEREAS, said interest monies so transferred will be used for necessary and ordinary expenses of this District.

NOW, THEREFORE BE IT RESOLVED, that the Treasurer of this District is hereby directed to transfer interest from the Working Cash Fund to the Education Fund and to the Operations and Maintenance Fund as deemed appropriate.

Approved and dated this 26th day of June, 2013

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: June 26, 2013

We recommend the following personnel actions:

ADMINISTRATIVE

A. Approve a 20% increase to the salary of Dave Bretscher, who will serve as Interim Director of Facilities Services due to the retirement of Mark Kother. Mr. Bretscher is presently the Maintenance Operations Supervisor. This increase will be effective July 1 through September 30, 2013.

B. Approve a change in salary grade for Ms. Rachel Patarozzi. The job description for her position was recently revised due to a restructure within the business and fiscal operations department. Ms. Patarozzi has served as the Asst. Director, Budget & Financial Analysis since July 2011. After a reevaluation by Carlson Dettman Consulting, the College's compensation consultant, placement has been made on Salary Grade L. The effective date of change will be July 1, 2013.

C. Approve a change in salary grade for Ms. Karie Longhta. The job description for her position was recently revised due to a restructure within the business and fiscal operations department. Ms. Longhta has served as the Controller for the College since 2001. After a reevaluation by Carlson Dettman Consulting, the College's compensation consultant, placement has been made on Salary Grade O. The effective date of change will be July 1, 2013.

AGENDA ITEM II.A

PART-TIME STAFFING
On & Off Campus
2013 Summer Semester

Adjunct Name	Class Section	Class Section Title
Akins, Nan	SPE-101-02	Public Speaking Fundamentals
Al-Basha, Houssam	MAT-088-50M	Developmental Beginning Algebra I
Al-Basha, Houssam	MAT-094-51	Developmental Intermediate Algebra I
Al-Basha, Houssam	MAT-096-51	Developmental Intermediate Algebra II
Armbruster, Justin	COM-099-50	Developmental English
Armour, Gary	BIO-220-30	Microbiology
Armour, Gary	BIO-220-50	Microbiology
Armour, Gary	BIO-220-J01	Microbiology
Avendano, Lisa	COM-099-02	Developmental English
Badgley, Lori	RCP-230-X01	Adv. Respiratory Care Practices & Procedures III
Badgley, Lori	RCP-239-X01	Clinical Practice III
Baker, Jennifer	CAS-103-OL	Computer Concepts
Baker, Jennifer	CAS-104-OL	Introduction to Microsoft Word
Baker, Jennifer	CAS-106-OL	Introduction to Microsoft Excel
Baker, Jennifer	CAS-107-OL	Introduction to Microsoft Access
Baker, Jennifer	CAS-108-OL	Introduction to Microsoft PowerPoint
Bowen, Stacy	COM-111-L01	Composition I
Bradley, Joy	PHI-205-01	Ethics: Morality & Contemp Val
Broderick, Victor	PSY-101-50	Introduction to Psychology
Butcher, Mark	GEO-101-T01	Physical Geology
Butcher, Mark	MAT-088-T01	Developmental Beginning Algebra I
Butcher, Mark	MAT-096-T01	Developmental Intermediate Algebra II
Capps, Nicole	CHE-100-T01	Contemporary Chemistry
Carter, Kenneth	SPE-101-03	Public Speaking Fundamentals
Cecil, Joyce	NAS-101-J50	Basic Nurse Assistant
Chernowsky, Amy	CSS-100-OL	College Success Skills
Clancy, John	HIS-101-J30	History of Western Civilization I
Cockerill, Linda	NAS-101-J01	Basic Nurse Assistant
Coderko, Maria	MAT-104-OL2	General Education Mathematics
Coderko, Maria	MAT-141-OL2	Introductory Statistics
Coet-Hanna, Debra	RDG-099-J01	Reading/Study Techniques
Collins, Steven	MAT-094-T50	Developmental Intermediate Algebra I
Collins, Steven	MAT-096-T50	Developmental Intermediate Algebra II
Collins, Todd	MAT-141-50	Introductory Statistics
Covey, James	HLT-205-01	Human Anatomy and Physiology I

Cragoe, William	MAT-093-01	Developmental Geometry
Curry, Mary	MCS-110-50	Information Mgt. for Health Professionals
Dahlkamp, Carrianne	MCS-251-X01	Certificate Internship
Davis, Monique	SPE-101-CIS1	Public Speaking Fundamentals
Davis, Monique	SPE-101-CIS2	Public Speaking Fundamentals
Deabenderfer, Ronald	COM-112-L50	Composition II
Dhabalt, Dan	ESS-107-50	Golf
Dhabalt, Dan	ESS-112-02	Physical Conditioning
Dickey, Ashley	ART-101-01	Art Appreciation
Disney, Floyd	SPE-101-01	Public Speaking Fundamentals
Disney, Floyd	SPE-101-J01	Public Speaking Fundamentals
Dixon, Jonathan	PHI-204-01	Introduction to Philosophy
Durham, Deborah	HLT-207-50	Human Nutrition
Durham, Deborah	HSP-116-50	Nutrition for Food Service Professionals
Eaton, Eric	BIO-101-51	General Biology
Ebbing, Scott	MAT-093-OL	Developmental Geometry
Edwards, Kristi	HLT-205-50	Human Anatomy and Physiology I
Edwards, Kristi	HLT-205-01	Human Anatomy and Physiology I
Edwards, Kristi	HLT-206-J30	Human Anatomy and Physiology II
Elliott, Tiffany-Anne	LIT-111-01	Intro to Literature - Novel
Elliott, Tiffany-Anne	LIT-114-T01	Intro to the Film As Literatr
Engel, Ann	SOC-101-01	Introduction to Sociology
Ezeokonkwo, Francesca	PCN-103-J01K	Practical Nursing III
Fargo-Ware, Charlyn	HSP-107-01	Food Service Sanitation
Fargo-Ware, Charlyn	HSP-107-02	Food Service Sanitation
Ferguson, Stephen	SOC-101-02	Introduction to Sociology
Ferguson, Stephen	SOC-101-J50	Introduction to Sociology
Ferreira, Nick	EMS-203-51	EMT Paramedic-Specialized Care
Friend, Duane	GEG-103-J50	Physical Geography
Garmon, Mark	BIO-220-L50	Microbiology
Garrett, Rebecca	SOC-101-50	Introduction to Sociology
Garrett, Rebecca	SOC-101-T01	Introduction to Sociology
Glossop, Melissa	NAS-101-J01	Basic Nurse Assistant
Godar, Molly	GEO-101-T01	Physical Geology
Griffin, Megan	SPE-101-04	Public Speaking Fundamentals
Grubbs, Dency	COM-099-04	Developmental English
Hamilton, Sue	MUS-104-01	Music Appreciation
Hampton, Dottie	NAS-101-T01	Basic Nurse Assistant
Hayes, Richard	PSY-101-L50	Introduction to Psychology
Henry, Christina	MAT-088-T01C	Developmental Beginning Algebra I
Henry, Christina	MAT-096-T01C	Developmental Intermediate Algebra II
Henry, Christina	MAT-088-01M	Developmental Beginning Algebra I
Hinkle, Edward	SPE-101-J50	Public Speaking Fundamentals

Huddleston, Keith	PSY-101-02	Introduction to Psychology
Kaye, Melinda	MUS-100-01	Fundamentals of Music
Kitterman, Jay	HSP-120-01	Hospitality Internship I
Knotts, Bonny	COM-111-50	Composition I
Koch, Gary	FLM-101-50	Introduction to Film Art
Lamb, Molly Jo	HIT-201-OL	Health in Today's Society
Laub, Jill	CAS-121-01	Computer Applications and Concepts
Lazenby, Debra	NAS-101-T01	Basic Nurse Assistant
Leamon, Patricia	HUM-101-01	Introduction to Humanities
Leitner, David	LIT-110-J30	Intro to Literature - Poetry
Lesko, Daniel	LIT-111-L01	Intro to Literature - Novel
Lesko, Daniel	LIT-111-T01	Intro to Literature - Novel
Lipcamon, John	BIO-101-B01	General Biology
Llewellyn, Anita	COM-099-J02	Developmental English
Lohrasbi, Ardeshir	BUS-101-50	Business Law I
Lomelino, Kelsey	CAS-121-J01	Computer Applications and Concepts
Lynn, Amanda	MAT-094-J01	Developmental Intermediate Algebra I
Lynn, Amanda	MAT-096-J01	Developmental Intermediate Algebra II
Maras, Tracey	OTA-210-01	Service Management
Marcum, Richard	MAT-104-T01	General Education Mathematics
Mazzarone, Kristina	CHE-100-01	Contemporary Chemistry
Mazzarone, Kristina	CHE-100-02	Contemporary Chemistry
Meyers, Michael	RCP-230-X01	Adv. Respiratory Care Practices & Procedures III
Meyers, Michael	RCP-239-X01	Clinical Practice III
Miller, Martha	COM-112-01	Composition II
Miller, Darric	CRJ-102-01	Introduction to Corrections
Miller, Marcus	HRT-106-50	Soils and Fertilizers
Miner, Linda	NAS-101-J50	Basic Nurse Assistant
Mohr, Carol	COM-111-B50	Composition I
Mohr, Carol	COM-099-J01	Developmental English
Myers, Edward	COM-099-T01	Developmental English
Myers, Edward	COM-111-T50	Composition I
Myers, Laurie	COM-112-50	Composition II
Nelson, Jeff	MAT-081-01	Developmental Arithmetic I
Nelson, Jeff	MAT-082-01	Developmental Arithmetic II
O'Connor, Beth	COS-100-OL	Introduction to Keyboarding
Olmsted, Tim	POS-101-L01	Introduction to American Politics
Olmsted, Tim	POS-101-T50	Introduction to American Politics
Pahde, Lori	COM-099-01	Developmental English
Palmer, Shannon	MCS-125-50	Anatomy & Physiology for Coders
Parish, Marjorie	COM-099-B01	Developmental English
Ploessl, Bridget	SPE-101-T50	Public Speaking Fundamentals
Ray, Nancy	RDG-099-01	Reading/Study Techniques

Ray, Mary	PSY-220-OL1	Human Development
Ray, Mary	PSY-220-OL2	Human Development
Ray, Mary	PSY-220-OL3	Human Development
Reents, Julane	NAS-101-50	Basic Nurse Assistant
Reichert, Randal	COM-112-B01	Composition II
Reynolds, Susan	BIO-101-T01	General Biology
Reynolds, Susan	BIO-101-T02	General Biology
Roche, Amanda	NAS-101-01	Basic Nurse Assistant
Running, William	CHE-100-01	Contemporary Chemistry
Running, William	CHE-101-02	General Chemistry I
Salm, Coravonne	COM-111-J01	Composition I
Salm, Coravonne	COM-112-J01	Composition II
Schatteman, Tracy	BIO-220-J01	Microbiology
Schatteman, Tracy	HLT-206-J30	Human Anatomy and Physiology II
Schenk, Deana	COM-112-51	Composition II
Schenk, Deana	COM-112-T01	Composition II
Schultz, Matthew	ART-106-01	Introduction to Computer Art
Scobbie, Dennis	BIO-101-L01	General Biology
Shelton, Dorothy	BIO-101-J01	General Biology
Shepard, Kent	MAT-104-J01	General Education Mathematics
Shepard, Kent	MAT-113-J02	College Algebra
Squibb, John	HIS-111-01	United States History to 1877
Stallone, Brett	BIO-101-02	General Biology
Stallone, Brett	BIO-101-04	General Biology
Stallone, Brett	BIO-101-T01	General Biology
Stallone, Brett	BIO-101-T02	General Biology
Stine, Mark	BIO-101-02	General Biology
Stine, Mark	BIO-101-04	General Biology
Stolte, Amy	CAS-121-T02	Computer Applications and Concepts
Sweet, Nancy	CLA-100-50	Culinary Essentials
Thomas, Elaine	COM-111-51	Composition I
Thomas, Elaine	LIT-150-J50	Creative Writing: Fiction
Thompson, Kelly	SPE-101-51	Public Speaking Fundamentals
VanMetre, Jo	MAT-081-02	Developmental Arithmetic I
VanMetre, Jo	MAT-082-02	Developmental Arithmetic II
Verhulst, Bonnie	MAT-088-J01	Developmental Beginning Algebra I
Verhulst, Bonnie	MAT-088-J02	Developmental Beginning Algebra I
Verhulst, Bonnie	MAT-092-J01	Developmental Beginning Algebra II
Verhulst, Bonnie	MAT-092-J02	Developmental Beginning Algebra II
Wasmundt, Wesley	SPE-101-B50	Public Speaking Fundamentals
Wasmundt, Wesley	SPE-101-L01	Public Speaking Fundamentals
Waugh, Dana	NAS-101-02	Basic Nurse Assistant
Wiediger, Matthew	PSY-101-J30	Introduction to Psychology

Wiediger, Matthew	PSY-101-T50	Introduction to Psychology
Wight, Timothy	ART-101-J01	Art Appreciation
Winters, Amanda	HIS-111-OL1	United States History to 1877
Winters, Amanda	HIS-112-OL1	United States History Since 1877
Young, Raymon	COM-111-01	Composition I
Young, Raymon	COM-111-02	Composition I

AGENDA ITEM II.B

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

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

DATE: July 31, 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 weekly accounts payable checks issued during June 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 June 30, 2013 will be delayed until August due to closing of the FY'13 books and preparation for audit.

MOTION: **Ratify payments of weekly checks issued during June 2013.**

Vertrees/Longhta

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: July 31, 2013

Name	Meeting	Location	Account	Amount
Blevins, Joel	National Learning Center Association	Charleston, SC	Professional Development	$1,670
Butzow, Dean	Pro Geographer Field Camp	Grand Junction, CO	Paid by Foundation	$1,800
Campbell, Jill	National Storytelling Festival	Jonesborough, TN	Faculty Allocation	$628
Clevenger, Julie	National Learning Center Association	Charleston, SC	Administrative Travel	$1,670
Gray, Kent	Association of Community College Trustees	Seattle, WA	Board Travel	$2,045
Maskey, Cynthia	National Organization for Associate Degree Nursing Convention	Reno, NV	Paid by National Organization for Associate Degree Nursing Convention	$0
Warren, Charlotte	Association of Community College Trustees	Seattle, WA	Administrative Travel	$2,045
Wesley, Jerry	Association of Community College Trustees	Seattle, WA	Board Travel	$2,045

Vertrees/Patarozzi/Curry

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: July 31, 2013

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

Central Management Services has asked CCTC to partner with The Light Brigade to register six of their employees for Fiber Optics 1-2-3 Training. This class will be held July 30-August 2, 2013 in Springfield.

Central Management Services has asked CCTC to contract with Donna Earl & Company to conduct Customer Service for IT HelpDesk personnel. There will be a total of 31 individuals attending this one day training over a two day period.

Central Management Services has asked CCTC to purchase 170 prepaid Microsoft training days. This training will occur over the next year either virtually or instructor led. Purchasing the prepaid days allows the opportunity to purchase training days at a discount.

CCTC will partner with RL Goodworks to bring FISMA NIST Cyber Security & Information Compliance to Springfield Illinois's Department of Healthcare and Family Services (HFS). HFS has agreed to provide the minimum 15 students needed to confirm the training. The training will be opened up to all state agencies.

The Health Professions Department seeks approval for an addendum to the contractual agreement with the Lincoln Prairie Behavioral Health Center in Springfield for the Medical Coding Program. This addendum is to verify that the school and its program members are eligible to participate in Federal healthcare programs, including, but not limited to, Medicare, Medicaid, or TRICARE.

Vertrees/McGee

AGENDA ITEM II.F.1

The Workforce Development Department has contracted with Ameren Energy Resources – Coffeen Energy Center for Apprenticeship Training Phase I. LLCC will provide 86 hours of Mechatronics training to between five and twelve of Ameren's Coffeen Energy Center employees.

MOTION: Move to approve the Addendum with Lincoln Prairie Behavioral Health Center in Springfield.

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						
Fiber Optics 1-2-3 Training & ETA Certification Testing for the Fiber Optic Installer Certificate	Central Management Services has asked CCTC to partner with The Light Brigade to register six of their employees for Fiber Optics 1-2-3 Training. This class will be held July 30-August 2, 2013 in Springfield.	Central Management Services	Capital City Training Center	$10,692	$1,782	July 30 – August 2 2013
Customer Service for IT HelpDesk	Central Management Services has asked CCTC to contract with Donna Earl & Company to conduct Customer Service for IT HelpDesk personnel. There will be a total of 31 individuals attending this one day training over a two day period.	Central Management Services	Capital City Training Center	$12,000	$4,380	June 26 & 27 2013
Directions Prepaid Days Training	Central Management Services has asked CCTC to purchase 170 prepaid Microsoft training days. This training will occur over the next year either virtually or instructor led. Purchasing the prepaid days allows the opportunity to purchase training days at a discount.	Central Management Services	Capital City Training Center	$51,000		June 2013
FY14 HFS FISMA NIST Training	CCTC will partner with RL Goodworks to bring FISMA NIST Cyber Security & Information Compliance to Springfield Illinois's Department of Healthcare and Family Services (HFS). HFS has agreed to provide the minimum 15 students needed to confirm the training. The training will be opened up to all state agencies.	Central Management Services	Capital City Training Center	$32,250	$7,950	July 8-11, 2014
Contracts under $10,000 as informational						
Ameren Energy Resources Coffeen Energy Center Apprenticeship Training Phase I	The Workforce Development Department has contracted with Ameren Energy Resources – Coffeen Energy Center for Apprenticeship Training Phase I. LLCC will provide 86 hours of Mechatronics training to between five and twelve of Ameren's Coffeen Energy Center employees.	Ameren Energy Resources Coffeen Energy Center	Workforce Development Center	$9,600		FY14
Totals:				**$115,542**	**$14,112**	

CLINICAL AGREEMENTS

Agreement Title	Description	Contractor	LLCC Dept / Program	Term
Addendum to Contract with Lincoln Prairie Behavioral Health Center in Springfield	The Health Professions Department seeks approval for an addendum to the contractual agreement with the Lincoln Prairie Behavioral Health Center in Springfield for the Medical Coding Program. This addendum is to verify that the school and its program members are eligible to participate in Federal healthcare programs, including, but not limited to, Medicare, Medicaid, or TRICARE.	Lincoln Prairie Behavioral Health Center in Springfield	Health Professions/Medical Coding	Date of Signing - Indefinite

AGENDA ITEM II.G

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: July 31, 2013

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

The Workforce Development Department seeks ratification for the Illinois Green Economy Network Renewable Energy Grant. The Illinois Green Economy Network is providing business and industry with funding for renewable energy projects through community colleges. Maldaner's Restaurant has requested funds to install solar panels on its rooftop. LLCC would be using this site for training during and after the installation of the panels. Maldaner's will be paying for the cost of pre-construction and for the site evaluation.

MOTION: **Move to ratify grant agreement with the Illinois Green Economy Network in the amount of $72,676.46**

Vertrees/McGee

GRANT SUMMARY
July 2013

Grant Title	Brief Description	Grantor	LLCC Department / Program	LLCC Total Monetary Request	LLCC Match	Submitted	Term
Grants in excess of $10,000							
IGEN Renewable Energy Grant	The Workforce Development Department seeks ratification for the Illinois Green Economy Network Renewable Energy Grant. The Illinois Green Economy Network is providing business and industry with funding for renewable energy projects through community colleges. Maldaner's Restaurant has requested funds to install solar panels on its rooftop. LLCC would be using this site for training during and after the installation of the panels. Maldaner's will be paying for the cost of pre-construction and for the site evaluation.	Illinois Green Economy Network	Workforce Development	$72,676.46	$0	Y	July 1, 2013-June 30, 2014
Total Submitted				**$72,676.46**	**$0**		

AGENDA ITEM II.I.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Athletic Fields Improvements Change Order

DATE: July 31, 2013

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.

The project specifications called for a June seeding of the outfield with a second over seeding in October. Due to a wet spring the contractor has not be able to meet this schedule. Since the project started the first of April there has been over 16" of rain, and cool temperatures. This means that the fields will not be ready for the spring competition schedule and all competitions would need to be rescheduled and/or relocated to allow the field more time to establish a thick stand of grass. The alternative to seeding is to use sod in the outfield.

This project's budget was originally estimated at $584,000. However, bids came in higher than originally anticipated. The total revised budget necessary for the project, with the below proposed change order for the use of sod, is as follows:

Project Engineering Fee	$ 52,230
Bids Approved 3/27/13	594,444
Deductive Change Orders Approved 4/24/13	-37,045
Change Order for Sod Requested 7/31/13	43,373
Revised Total	$653,002

Due to lower than anticipated bids for the Parking Lot Sealing and Striping Project, surplus funds are available for transfer to the Athletic Fields Improvement Project. It is our recommendation to transfer $75,000 from the Parking Lot Sealing and Striping Project to the Athletic Fields Improvement Project.

Vertrees/Garvey

AGENDA ITEM II.I.1

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

RFP/CO#	Description	Cost
G 002	Provide sod in the outfield in lieu of seed.	$43,373.00
	Total:	$43,373.00
Amount of project contingency		$12,326.00
ADD: previously approved deductive change orders:		$37,045.00
Available project contingency		$49,371.00
Less: change orders presented for ratification:		$43,373.00
Less other consultant fees/permits to date:		$0.00
Amount of contingency remaining:		$5,998.00

Budget Impact:

Total Funds Requested: $43,373.00
Source of Funds: 2008 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 transfer $75,000 from the Parking Lot Sealing and Striping Project to the Athletic Fields Improvement Project and ratify the above listed change order in the amount of $43,373.00 for the Athletic Fields Improvement project as presented.**

Vertrees/Garvey

AGENDA ITEM II.I.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: New Generation Plant Project Change Order

DATE: July 31, 2013

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 order is submitted for ratification.

RFP/CO#	Description	Cost
G 002	Provide cable between Cass Gym and main circuit breaker.	$1,348.80
	Total:	$1,348.80
Amount of project contingency:		$27,565.00
Less previously approved change orders:		$0.00
Change orders presented for ratification:		$1,348.80
Less other consultant fees/permits to date:		$0.00
Amount of contingency remaining:		$26,216.20

Budget Impact:

Total Funds Requested: $1,348.80
Source of Funds: Protection, Health & Safety Fund
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.2

How will proposed agenda item be measured?

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

MOTION: Move to ratify the above listed change order in the amount of $1,348.80 for the New Generation Plant 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: Revision to Board Policy 8.1 - Classifications of Employees

DATE: July 31, 2013

The Patient Protection and Affordable Care Act's (PPACA) major coverage requirements, including the employer mandate, will become effective January 1, 2014. Under the Employer Shared Responsibility provisions of section 4980H of the Internal Revenue Code, large employers (generally those with 50 or more full-time employees), must provide affordable group health coverage with a specific minimum value to all full-time employees. Full-time employees are generally defined as those who work on average at least 30 hours per week.

In light of the PPACA mandate, it was necessary to review board policy 8.1, Classifications of Employees. This policy defines the classifications that are used for all College employees. The primary reason for the suggested changes is to provide clarification on which classification of employees are eligible for the benefit package offered by the College and which ones are only eligible for health insurance coverage under the PPACA mandate.

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

MOTION: Move to approve Board Policy 8.1 – Classifications of Employees.

Vertrees/Ransdell

AGENDA ITEM III.A.1

Lincoln Land	Subject:	**Classifications of Employees**
Community College	Policy Number:	**8.1**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	~~6/27/12~~ **7/24/13**
	Last Revised:	~~6/27/12~~ **7/24/13**
	Effective Date:	~~11/20/02~~ **7/01/13**
BOARD POLICY	Old Policy Number:	4.3.1

Policy Statement: The following classifications shall be used for all College employees:

Faculty Member An employee of the College who performs services as an instructor, librarian or media specialist.

Full-Time Instructional Faculty Member. An employee of the College who generally teaches during consecutive semesters 15 or more credit hours of instruction per semester, or its equivalent.

Adjunct Instructional Faculty Member. An employee of the College who generally teaches fewer than 15 credit hours of instruction per semester or its equivalent.

Administrator An employee of the College who generally performs managerial or supervisory services in support of the educational mission of the College, and who has been designated as an administrator by the Board. Administrators are exempt from overtime provisions under the Fair Labor Standards Act.

Professional An employee of the College who generally performs staff services in support of the educational mission of the College, and whom the Board has designated as a professional. Unless specifically addressed under the Act, professional employees are exempt from overtime provisions under the Fair Labor Standards Act.

Classified An employee of the College who generally performs services in support of the duties of administrators, professionals or faculty members and who has been designated as a classified employee by the Board. Classified staff are considered non-exempt under the Fair Labor Standards Act and must be paid overtime in accordance with state and federal regulations and Board Policy 8.31.

Student An employee who is not a member of any other classification, who performs services in the employ of the College, and who is formally registered and engaged in a regular course of instruction at the College (refer to Board Policy 5.30 governing student employment).

In addition, administrators, professional staff and classified staff shall be assigned to one of the following classifications:

Full-Time, Benefit Eligible: Regular, on-going positions scheduled for 40 hours per week, 12 months per year and which are eligible for the benefit package offered by the college.

Part-Time, Benefit Eligible: Regular, on-going positions scheduled for at least 30 hours per week, but less than 40 hours per week, between 9 and 12 months per year and which are eligible for the benefit package offered by the College on a pro-rata basis.

Other Full-Time: Temporary and/or contractual positions regularly scheduled for ~~40~~ **30 or more** hours per week for a specified period of time and which are not eligible for the benefit package**, other than health insurance**.

Other Part-Time: Temporary and/or contractual positions regularly scheduled for less than ~~40~~ **30** hours per week for a specified period of time and which are not eligible for the benefit package.

AGENDA ITEM III.A.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: New Board Policy 5.45 – Children on Campus

DATE: July 31, 2013

The attached document contains a new policy regarding children on campus. This policy, titled *Children on Campus*, is being proposed as a result of recent changes to Title IX and the Mandated Reporter Act, as well as increased concerns regarding campus safety. The policy will go into effect August 1, 2013 for the Fall 2013 semester.

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?
The proposed policy will reduce safety concerns regarding unattended children on campus as well as disruptions in classrooms and the work environment.

How will proposed agenda item be measured?
n/a

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

MOTION: Move to approve Board Policy 5.45 – Children on Campus.

Vertrees/

AGENDA ITEM III.A.2

Lincoln Land	Subject:	**Children on Campus**
Community College	Policy Number:	**5.45**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	
	Last Revised:	
	Effective Date:	8/1/13
BOARD POLICY	Old Policy Number:	New Policy

Policy Statement: Lincoln Land Community College is responsible for providing a safe and positive educational environment. College owned and/or operated facilities and grounds are inappropriate places for unattended children, and LLCC is not liable for visiting children who are without adult supervision.

As such, unaccompanied children under age 16 are not allowed at any LLCC location except for cultural and sporting events and educational activities that are structured specifically for children. Additionally, children under age 16 who are registered for an approved college class are also exceptions to this policy.

Children may not attend regular class sessions with their parents or others who are students. To protect children from possible injury and to maintain a safe, secure, and distraction-free learning environment, children are not permitted in classes and laboratories. Unattended children are not permitted in other learning/support environments. And, children are not to be left unsupervised anywhere on campus, including employee work areas.

AGENDA ITEM III. D.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Tentative Fiscal Year 2014 Budgets

DATE: July 31, 2013

We are in the process of preparing budget documents following our June 26 Budget Workshop. Copies of the tentative budgets for fiscal year 2014 are attached as a separate document. As a result of the 2014 ICCB District Budget Allocations, the following changes have been made since the Budget Workshop:

- Increased the Base Operating Grant by $31,027
- Decreased Equalization by $484,178
- Increased Property Tax Revenue by $43,100 due to EAV confirmation from all counties
- Budgeted a Special Initiative Transfer totaling $148,300
- Increased Indirect Cost Revenue by $40,000 back to FY13 levels
- Reduced supplies, utilities, employee benefits and capital outlay by $221,751

As required by law, the operating funds (Education and Operations and Maintenance Funds) budget must be available for public review at least 30 days prior to its adoption by the Board of Trustees. Therefore, no action is requested on the budget other than to authorize placing the tentative budget on file.

We anticipate presenting a final budget for your approval at the September meeting of the Board.

MOTION: Move to place on file for at least thirty days, for public review, the Tentative Fiscal Year 2014 Operating Budget.

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: July 31, 2013

POSITION VACANCIES

Classified
Utility Worker-LLCC-Taylorville

Professional
Laboratory Safety Coordinator
Systems Administrator I
Workforce Specialist

Administrative
Director, Facilities

Faculty
Biology Instructor

HIRES

Classified

Asa Harris	Building Custodian	07/15/13
Matthew Parnell	Building Custodian	07/15/13
Marcus Smith	Building Custodian	07/15/13
Robin Woodberry	Building Custodian	07/15/13

Professional

Nick Ferreira	EMS and Medical Coding Coordinator	07/15/13
Melinda Johnson	Nursing Skills Lab Professional	08/01/13
Richard Stillman	Aviation Mechanics Training Specialist	07/01/13

AGENDA ITEM IV.A.3.a

Salary Grade Change

Name	Position	Salary Grade
Cheryl Sneed	Disbursements Manager	I

Title Changes

Effective July 1, 2013, the Study Skills Specialist position will now be titled Academic Success Professional.

AGENDA ITEM IV.A.3.b

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: July 31, 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:

Theatre Program
This project is on hold pending a state bond sale.

Athletic Field Drainage Improvements
The project is underway.

Front Entry Improvements
The project is underway.

Parking Lot Striping & Resurfacing
The project is underway.

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.

AGENDA ITEM IV.A.3.b

PHS Projects – FY' 12

Generator Project
The project is substantially complete. Punch list items are being addressed.

PHS Projects – FY' 13

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

Cass Gym Bleacher Replacement
The project is underway.

Capital Renewal Project
A project to provide masonry repairs to Sangamon, Menard and Cass. The CDB is preparing the Agreement.

Budget Impact:

Total Funds Requested:	n/a
Source of Funds:	n/a
Projected Revenue:	n/a
Projected Savings:	n/a

Student Learning Impact:

How will proposed agenda item impact student learning?
By improving the physical environment in which instructional, study and leisure activities take place.

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

All Capital Projects

The following information is a reflection of information that has been provided to the Business Office as of June 26, 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	-	428,042.52	38,086.48	8.17%
	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**	**-**	**787,766.84**	**36,858.64**	**4.47%**
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	-	752,199.25	70,626.75	8.58%
	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	-	33,902.37	119,180.63	77.85%
FY2011 PHS Total				**1,564,473.00**	**994,015.00**	**13,376.00**	**1,007,391.00**	**-**	**787,579.64**	**219,811.36**	**21.82%**
FY2012 PHS	70925	Generation Plant	L	728,354.00	831,688.00	(182,451.00)	649,237.00	-	481,868.38	167,368.62	25.78%
	70926	Cass Gym Roof Replacement	L	588,846.00	267,903.00		267,903.00		241,431.24	26,471.76	9.88%
	70927	Child Development Center Roof Replacement	L	76,029.00	60,435.00	-	60,435.00	-	54,669.10	5,765.90	9.54%
FY2012 PHS Total				**1,393,229.00**	**1,160,026.00**	**(182,451.00)**	**977,575.00**	**-**	**777,968.72**	**199,606.28**	**20.42%**
FY2013 PHS	70928	Cass Gym Bleacher Replacement	L	339,000.00	244,100.00	4,827.22	248,927.22		36,746.00	212,181.22	85.24%
	70929	Menard Hall Subsurface Settlement	L	435,520.00			-		16,625.00	(16,625.00)	0.00%
FY2013 PHS Total				**774,520.00**	**244,100.00**	**4,827.22**	**248,927.22**		**53,371.00**	**195,556.22**	**78.56%**
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%
	73905	Theatre Renovations	S,L	-			-		12,368.84	(12,368.84)	0.00%
Infrastructure Fee Total				**1,388,258.00**	**1,395,953.59**	**4,236.09**	**1,400,189.68**	**-**	**1,441,806.43**	**(41,616.75)**	**-2.97%**
Funding Bonds	77902	Athletic Field Drainage Improvements	L	575,000.00	610,569.00		610,569.00		80,522.17	530,046.83	86.81%
	77903	Front Entry Improvements	L	700,000.00	532,627.00		532,627.00		54,890.15	477,736.85	89.69%
	77904	Menard Vestibule	L	55,000.00	54,839.51		54,839.51		52,840.48	1,999.03	3.65%
	77905	Parking Lot Striping & Resurfacing	L	500,000.00	17,600.00		17,600.00		6,325.70	11,274.30	64.06%
	77906	Campus Kiosk	L	50,000.00	49,000.00		49,000.00		35,212.00	13,788.00	28.14%
	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	-	23,668,051.68	(471,085.76)	-2.03%
	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**	**29,301,245.27**	**1,603,089.45**	**30,904,334.72**	**-**	**30,248,745.98**	**655,588.74**	**2.12%**
ICCB Capital Budget Request	NEW	Education Service Area Expansion	S,L	4,235,000.00	-	-	-	-	-	-	0.00%
	NEW	Logan Hall	S,L	3,404,000.00	-	-	-	-	-	-	0.00%
	NEW	Millennium Center ITS	S,L	635,000.00	-	-	-	-	-	-	0.00%
	NEW	Student Services/Testing Center	S,L	2,740,000.00	-	-	-	-	-	-	0.00%
	NEW	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		1,197,288.00	12.00	0.00%
Loan Total				**1,197,300.00**	**1,197,300.00**		**1,197,300.00**		**1,197,288.00**	**12.00**	**0.00%**
Grand Total				**53,057,521.76**	**35,136,626.96**	**1,525,484.24**	**36,662,111.20**	**-**	**35,424,474.85**	**1,237,636.35**	**3.38%**

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

AUGUST 2013	SEPTEMBER 2013	OCTOBER 2013	NOVEMBER 2013
• Board Meeting 8/28/13	• Budget Adoption/Public Hearing • Mid-Year Tenure Listing • Annual Board Evaluation • 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
APRIL 2014	**MAY 2014**	**JUNE 2014**	**JULY 2014**
• FY'14 Preliminary Revenue Estimate • Seating of New Student Trustee • Student Recognition Ceremony • Board Meeting 4/23/14	• Employee Recognition Ceremony • LLCC Foundation Gala • Adult Ed Recognition Ceremony • Commencement 5/16/14 • Board Meeting 5/28/14	• Summer Adjunct Faculty Listing • Budget Workshop • Board Meeting 6/25/14	• FY'15 Tentative Budget • Board Meeting July 23, 2014

V. Strategic Discussion

AGENDA ITEM V.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUJECT: Presentation Regarding Goals 4, 5, and 6 of the Strategic Plan

DATE: July 31, 2013

Ms. Lesley Frederick, Vice President of Student Services and Mr. Rich Vertrees, Vice President of Administrative Services will be presenting this evening. Their presentation will provide an update to Goal 4 – Community Engagement, Goal 5 – Financial Strength, and Goal 6 – Operational Strength of the College Strategic Plan. The presentation will focus on the key performance indicators and the College's strategic planning dashboard.