LLCC
Board of Trustees
Regular Meeting
August 28, 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, August 28, 2013
5:00 P.M.
Lincoln Land Community College
Robert H. Stephens Room

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I. Preliminary Matters

AGENDA ITEM I.D.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Introduction of New Faculty Members

DATE: August 28, 2013

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

- **Brian Earley, Automotive Technology (AUT)**
- **Tameka Johnson, English (EGL)**
- **Michael Meyers, Respiratory Care (RCP)**
- **Colin Suchland, Sociology (SOC)**
- **Anthony Tate, Biology (BIO)**

II. Consent Agenda

AGENDA ITEM II.A

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

The regular meeting of the Board of Trustees of Lincoln Land Community College, Illinois Community College District #526 was held on Wednesday, July 31, 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. Reichert, Mr. Rosenthal, Mr. Fulgenzi, Mr. Shackelford, Mr. Findley and Mr. Belville. Mr. Gray joined the meeting in progress and Mr. Wesley was absent.

B. Pledge of Allegiance

Chairman Reichert led the audience in the pledge of allegiance.

C. Adoption of Agenda of the July 31, 2013 Meeting

MOTION NO. 7-31-13-1:

Mr. Findley moved to adopt the agenda of July 31, 2013 meeting. Mr. Shackelford seconded.

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

AGENDA ITEM II.A

II. Consent Agenda

MOTION NO. 7-31-13-2:

Mr. Shackelford moved to:

- approve the minutes of the Regular Meeting of June 26, 2013;
- ratify payments of weekly of checks issued during June 2013;
- approve out-of-state travel for the attached list of employees;
- approve the Addendum with Lincoln Prairie Behavioral Health Center in Springfield;
- ratify grant agreement with the Illinois Green Economy Network in the amount of $72,676.46;
- transfer $75,000 from the Parking Lot Sealing and Striping Project to the Athletic Fields Improvement Project and ratify the listed change order in the amount of $43,373.00 for the Athletic Fields Improvement Project as presented; and
- ratify the listed change order in the amount of $1,348.80 for the New Generation Plant project as presented.

Mr. Fulgenzi seconded.

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

III. Action Agenda

A. *Policies*

1. Revision of Board Policy 8.1 – Classifications of Employees

Dr. Warren stated Board Policy 8.1 - Classifications of Employees was introduced for a first reading in June and is presented tonight seeking approval. She explained changing this policy allows LLCC requirements to be in line with the Patient Protection and Affordable Care Act (PPACA) by defining the classifications that are used for all College employees. These classifications provide clarification of employee eligibility for the College benefit package and those eligible for health insurance coverage only, under the PPACA mandate.

MOTION NO. 7-31-13-3:

Mr. Findley moved to approve Board Policy 8.1 – Classifications of Employees. Mr. Rosenthal seconded.

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

Mr. Gray joined the meeting at 5:14 pm.

2. New Board Policy – Children on Campus

Dr. Warren stated this proposed new Board Policy is presented tonight seeking approval, after submission in June for a first reading. Per a prior request, Dr. Warren provided Board members a procedural draft from the committee established to develop the guideline procedures for this new policy. She noted committee members expressed their belief that this policy provides faculty members administrative support and a course of action, while allowing flexibility in special circumstances.

MOTION NO. 7-31-13-4:

Mr. Findley moved to approve Board Policy 5.45 – Children on Campus. Mr. Shackelford seconded.

Those members voting aye were Mr. Reichert, Mr. Rosenthal, Mr. Shackelford, Mr. Findley, Mr. Gray and Mr. Belville (advisory). Mr. Fulgenzi voted no. PASSED

B. Academic Services Division Items - None

C. Student Services Division Items – None

D. Administrative Services Division Items

1. Tentative Fiscal Year 2014 Budgets

Dr. Warren stated the Tentative Fiscal Year 2014 Operating Budget has changed since the June 26th Budget Workshop due to an almost $500,000 reduction of equalization money which is allocated through the Illinois Community College Board's District

Budget. Mr. Vertrees addressed the Board explaining the following changes have been made:

- 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

Mr. Vertrees stated implementing these changes allows LLCC to present a balanced FY 2014 Tentative Budget and as required by law, request placing the Operating Funds (Education and Operations and Maintenance Funds) Budget on file for public review with anticipation of presenting a final Budget for approval in September.

MOTION NO. 7-31-13-5:

Mr. Gray moved to place on file for at least thirty days, for public review, the Tentative Fiscal Year 2014 Operating Budget. Mr. Rosenthal seconded.

Those members voting aye were Mr. Reichert, Mr. Rosenthal, Mr. Fulgenzi, Mr. Shackelford, Mr. Findley, Mr. Gray and Mr. Belville (advisory). 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 commented this item indicates a number of hires, with a few vacancies remaining. She explained the hires under Professional are the result of internal movement and that the salary grade change is part of the Business Office restructuring, while the Title Change allows the position to be more accurately identified.

b. Construction Progress Update

Dr. Warren stated Board members approved change orders for the Athletic Fields Improvement Project and the New Generation Plant Project, earlier in the Consent Agenda portion of the meeting. She also commented anyone arriving on campus will notice the Front Entry Way and Parking Lot Striping and Resurfacing projects are fully underway.

4. Information Technology Systems – None

5. Workforce Development and Community Education - None

6. Executive Division

a. Review of Agenda Master Calendar

Request for adoption of the FY 2014 Final Operating Budget will be presented in September. Dr. Warren stated off-campus locations are being explored for the October 2013 Board meeting.

B. President's Report

Dr. Warren reported the Summer semester is almost complete and the Fall 2013 semester begins on August 24. Fall enrollment numbers change daily with the number of credit hours generated also continuously changing. However, summer ended with enrollment credit hours remaining steady with last year. LLCC's Public Relations and Marketing Department plan a communication blitz encouraging students to register for Fall classes.

Board members will be invited to an event, officially announcing the Workforce Careers Center's LEED Silver Certification and placement of a recognition plaque, while highlighting LLCC's other green initiatives.

LLCC will be publishing advertisements in several print venues seeking comments about the College, from the public and the business community, in preparation for a November accreditation visit, by a team representing the Higher Learning Commission

of the North Central Association. The comments should be related to substantive matters associated to the quality of the College and its academic program and will be submitted directly to The Higher Learning Commission.

Lincoln Land Community College's College for Kids Program has enrolled a record number of 510 children in its fifth year of operation.

LLCC's Police Department in conjunction with the UIS Police Department, orchestrated a simulated joint table-top disaster earlier this month to facilitate sharing knowledge and resources, in emergency situations.

A reception was held in the Trutter Museum on July 14, 2013 showcasing the new "*L. Philip Trutter: A Retrospect 1913-2000*" exhibit, commemorating Mr. Trutter's 100th birthday.

The LLCC Motorsports Show held on June 28 and 29, 2013 included 160 vehicles in 39 classes. Proceeds benefit the Motorsports Club and LLCC automotive students.

The Director of LLCC's Illinois Small Business Development Center, Kevin Lust, accepted a $25,000 donation from the Growth Corporation, a nonprofit organization. The donation was made to assist small business in Central Illinois.

LLCC's Green Center was highlighted in the Springfield Art Association's Paint the Street Fest, held on July 20, 2013 in downtown Springfield.

The following LLCC faculty and staff received first place honors in the Springfield Area Arts Council's "On My Own Time" art exhibit: Michelle Burger, Christine Ramirez-Campbell, Jessica Gottstein, Tricia Hardway, Chris McDonald, Ryan Roberts, Leslie Stalter and Greg Walbert.

Janice Lovekamp, Program Director of LLCC's Surgical Technology Program, has been named an On-Site Evaluator for The Accreditation Review Council on Education in Surgical Technology and Surgical Assisting.

The Springfield Business Journal named Craig McFarland, LLCC Financial Aid Advisor, to their "Forty Under 40" list of community leaders.

Lynn Whalen, Executive Director of Public Relations and Marketing, has been appointed Director-at-Large on the Board of the National Council of Marketing and Public Relations (NCMPR), which is an affiliate of the American Association of Community Colleges.

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* - None

I. *Secretary's Report* - None

J. *Foundation Report* - None

K. *Other Board Members' Reports* - None

V. Strategic Discussion

Lesley Frederick, Vice President of Student Services and Rich Vertrees, Vice President of Administrative Services provided a PowerPoint presentation on the LLCC Dashboard, which illustrates and measurers Key Performance Indicators for the College's Strategic Plan. Ms. Frederick reviewed Goal 4 – Community Engagement and Goal 6 – Operational Strength, explaining each goal's components and their range of measurement. Mr. Vertrees reviewed Goal 5 – Financial Strength, also explaining the components and measurement ranges which support this goal.

VI. Executive Session

MOTION NO. 7-31-13-6:

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. Shackelford seconded.

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

AGENDA ITEM II.A

VII. Actions from Executive Session

MOTION NO. 7-31-13-7:

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

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

MOTION No. 7-31-13-8:

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

the regular Board meeting of January 23, 2013;
the regular Board meeting of February 27, 2013;
the regular Board meeting of March 27, 2013;
the regular Board meeting of April 24, 2013;
the regular Board meeting of May 22, 2013; and
the regular Board meeting of June 26, 2013.

Mr. Findley seconded.

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

MOTION No. 7-31-13-9:

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

> Regular Board meeting of January 23, 2013, authorized destruction date – July 24, 2014;
>
> Regular Board meeting of February 27, 2013, authorized destruction date – August 28, 2014;
>
> Regular Board meeting of March 27, 2013, authorized destruction date – September 28, 2014;
>
> Regular Board meeting of April 24, 2013, authorized destruction date – October 25, 2014;
>
> Regular Board meeting of May 22, 2013, authorized destruction date – November 23, 2014; and
>
> Regular Board meeting of June 26, 2013, authorized destruction date – December 27, 2014.

Mr. Findley seconded.

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

In response to a question from Trustee Fulgenzi, a discussion was held regarding the development and implementation of Board policy and the extent to which administrative procedure may allow for flexibility in respect to the enforcement of Board policy. The Board consensus was that policies must be as precisely drawn as possible in order to establish standards, and that College practice should continue to allow for reasonable enforcement flexibility in extenuating circumstances.

VIII. Adjournment

The meeting adjourned at 7:35 p.m.

_____
Chairman Reichert

_____
Secretary Wesley

AGENDA ITEM II.A

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

AGENDA ITEM II.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Employment Recommendations

DATE: July 31, 2013

We recommend the following personnel actions:

ADMINISTRATIVE

A. Retirements

NAME	POSITION	DEPARTMENT	EFFECTIVE DATE
Mary Warren	Director, Advising & Counseling	Advising & Counseling	09/30/13

B. Approve the employment, pending the successful outcome of the criminal background check and drug screen, of Ms. Lisa Collier as Assistant Vice President, Financial Aid. Ms. Collier earned a Masters of Science in Organization and Management from Capella University and a BS in Organizational Leadership from Greenville College. She most recently served as the Director of Financial Aid/Veterans Services and Coordinator of Kaskaskia College Foundation at Kaskaskia College. Her employment will be effective August 1, 2013, and placement will be on Salary Grade N. A copy of Ms. Collier's resume is attached.

C. Approve the employment of Mr. Dave Bretscher as Director, Facilities. Mr. Bretscher has served as the Maintenance Operations Supervisor at LLCC since 2009. He is currently serving as the Interim Director, Facilities. His employment will be effective August 1, 2013, and placement will be on Salary Grade L. A copy of Mr. Bretscher'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 June and July Treasurer's Report

DATE: August 28, 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 July 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 months ending June 30, 2013 and July 31, 2013.

MOTION: **Ratify payments of bi-monthly checks issued during July 2013 and ratify, subject to audit, the June 30, 2013 and July 31, 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: August 28, 2013

Name	Meeting	Location	Date	Account	Amount
Bradley, Pamela	Interview WWII Nurse for Research History Class	Minneapolis, MN	August 4-7, 2013	Paid by Foundation	$0
Dietz, Jim & Volleyball Team (Approx. 13 Students)	Trip to Florida	Jacksonville, FL	August 22-25, 2013	Team Travel	$3,540*
Nichols,Judy	Teaching Professor Conference	New Orleans, LA	May 30-June 2, 2013	Faculty Development	$1,500

**Institutional Funds*

Vertrees/Curry/Patarozzi

AGENDA ITEM II.C.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Out-of-State Travel

DATE: August 28, 2013

Name	Meeting	Location	Account	Amount
Beckmier,Craig and ABM 150 (Approx.8 Students)	National Barrow Show	Austin, MN	Club Trip	$750***
Beckmier,Craig and ABM 150 (Approx.8 Students)	Wichita Livestock Expo	Wichita, KS	Club Trip	$820***
Beckmier,Craig and ABM 150 (Approx.16 Students)	Stockman/Boilermaker Classic	West Lafayette, IN	Club Trip	$1,020***
Beckmier,Craig and ABM 150 (Approx.8 Students)	American Royal	Kansas City, MO	Club Trip	$820***
Beckmier,Craig and ABM 150 (Approx.8 Students)	North American Livestock Expo	Louisville, KY	Club Trip	$900***
Beler, Sharon	National Association of Student Personnel Association Law & Policy Council	Newport, RI	Administrative	$1,675
Bellville, Garrett	Association of Community College Trustees	Seattle, WA	Board Travel	$2,045
Cox, Dave & BIO 209 (Approx. 12 Students)	Belize Trip	Belize	Student Trip	$22,200*
Dietz, Jim & Volleyball Team (Approx. 13 Students)	Trip to Iowa	Marshalltown, IA	Team Travel	$1,500**

Vertrees/Patarozzi/Curry

Dietz, Jim & Volleyball Team (Approx. 13 Students)	Trip to Iowa	Fort Dodge, IA	Team Travel	$1,530**
Findley, Craig	Association of Community College Trustees	Seattle, WA	Board Travel	$2,045
Fulgenzi, Jeff	Association of Community College Trustees	Seattle, WA	Board Travel	$2,045
Maskey, Cynthia	Accreditation Commission Education Nursing Appeal Panel	Atlanta, GA	Paid by Accreditation Commission Education Nursing	$0
Maskey, Cynthia	Accreditation Commission Education Nursing Site Visit	Seattle, WA	Paid by Accreditation Commission Education Nursing	$0
Reichert, Justin	Association of Community College Trustees	Seattle, WA	Board Travel	$2,045
Rosenthal, Wayne	Association of Community College Trustees	Seattle, WA	Board Travel	$2,045
Shackelford, Dennis	Association of Community College Trustees	Seattle, WA	Board Travel	$2,045
Warren, Charlotte	Council of North Central Two-Year Colleges	Bloomington, MN	Administrative Travel	$1181

**Student Fees*
***Fundraising*
****Institutional Funds & Club Funds*

AGENDA ITEM II.D.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratification of Transfer to Restricted, Auxiliary and O & M Restricted Fund

DATE: August 28, 2013

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

At the February 28, 2007 meeting of the Board of Trustees, the establishment of a $3.50 per credit hour infrastructure fee was approved to support the infrastructure needs of the college. A transfer was made at June 30th from the Operations and Maintenance Fund to the Operations and Maintenance Fund Restricted, for the collected and unspent infrastructure fee revenues in FY 2013 in the amount of $509,326.33. In addition, Energy savings of $195,000 and $40,000 for minor campus renovation projects in progress, which will be completed after year end, was also transferred.

Program support for Workforce Community Education programs and the Child Development Center was budgeted in the Education Fund in the FY 2013 Budget. A transfer of $320,789.97 was made at June 30th from the Education Fund to the Auxiliary Fund to include $83,743.93 for program support for Workforce and Community Education Programs and $237,046.04 to the Child Development Center.

Transfers were made at June 30th from the Education Fund to the Restricted Fund for FY 13 unspent technology fee revenues of $58,446.30 and $100,000 to the Operating Sustainability Fund.

Vertrees/McGee

AGENDA ITEM II.D.1

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

MOTION: Move for ratification of the attached resolution permanently transferring $158,446.30 from the Education Fund to the Restricted Fund, $320,789.97 from the Education Fund to the Auxiliary Fund, and $744,326.33 from the Operations and Maintenance Fund to the Operations and Maintenance Restricted Fund.

Vertrees/McGee

AGENDA ITEM II.D.1

RESOLUTION
AUTHORIZING THE TRANSFER OF THE FOLLOWING FUNDS

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

WHEREAS, the amount of FY 2013 budgeted education funds is $479,236.27.

WHEREAS, the amount of FY 2013 budgeted operation and maintenance funds is $744,326.33

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

NOW, THEREFORE BE IT RESOLVED, that the Treasurer of this District is hereby directed to transfer $158,446.30 from the Education to the Restricted Fund, $320,789.97 from the Education to the Auxiliary Fund, and $744,326.33 from the Operations and Maintenance Fund to the Operations and Maintenance Restricted Fund.

Signature _____
(Board Chair)

Witness _____
(Board Secretary)

Vertrees/McGee

AGENDA ITEM II.E.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Fall & Winter Athletic Travel

DATE: August 28, 2013

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

Vendor	Total Cost to Provide Transportation for Fall & Winter Athletic Travel
Peoria Charter Coach Peoria, IL	$75,122

A proposal was received from Cavallo Bus Lines, Gillespie, IL, but was not opened as it was received after the submission deadline.

The following companies were mailed an Invitation to Bid, but chose not to respond: Colonial Coach, Mt. Prospect, IL; Green River Lines, Peru, IL; Monticello Bus Service, Monticello, IL.

Budget Impact:

Total Funds Requested: $75,122
Source of Funds: Institutional Equipment Rental
Projected Revenue: n/a
Projected Savings: n/a

Vertrees/Riggle/Patarozzi/Curry

AGENDA ITEM II.E.1

Student Learning Impact:

How will proposed agenda item impact student learning?
By providing appropriate means of transport to off-campus athletic competitions for students participating on these athletic teams.

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

MOTION: Move to approve a purchase order to Peoria Charter to provide transportation for our Fall & Winter Athletic Travel in accordance with the terms, conditions, and specifications of Invitation to Bid #FY 2014-3.

Vertrees/Riggle/Patarozzi/Curry

AGENDA ITEM II.E.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

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

DATE: August 28, 2013

The Consortium of Academic and Research Libraries in Illinois (CARLI) is LLCC's Academic Library Consortium and acts as the Library's broker for database purchases, the integrated library system and other services. This blanket purchase order represents the membership fee for the consortium and the I-Share Assessment, 18 electronic database resources and link resolver.

Budget Impact:

Total Funds Requested: $65,125.00
Source of Funds: Operational Funds
Projected Revenue:
Projected Savings:

Student Learning Impact:

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

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

Tepatti/Howerter

AGENDA ITEM II.E.2

MOTION: **Move to approve the payment of the CARLI Database and I-Share Assessment Membership Fees and the purchase of 18 electronic databases and link resolver.**

Tepatti/Howerter

AGENDA ITEM II.E.3

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: EBSCO Purchase for Library

DATE: August 28, 2013

EBSCO is the Library's primary periodical and journal vendor. This vendor provides discounts to academic institutions and facilitates service for print subscriptions and electronic-journal access

Budget Impact:

Total Funds Requested: $30,700.00
Source of Funds: Operational Funds
Projected Revenue:
Projected Savings:

Student Learning Impact:

How will proposed agenda item impact student learning?
Using EBSCO as the Library's primary periodical allows the Library to purchase journal resources supporting curricular needs and student research.

How will proposed agenda item be measured?
Compare list prices of resources purchased with discounted prices.

MOTION: Move to approve the purchase of print periodical subscriptions and electronic journals through EBSCO.

Tepatti/Howerter

AGENDA ITEM II.F.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: August 28, 2013

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

The Illinois Department of Transportation has requested that the Capital City Training Center partner with Novatech to hold four SharePoint classes during the month of August. All classes will be held in Springfield.

The Workforce Development Center proposed an agreement with Computer Banc to provide OSHA 10 Training every four to six weeks beginning August 16, 2013. An OSHA 10 General Industry Certification Card will be issued to each participant upon successful completion.

The Workforce Development Center has also proposed an agreement with BUNN to provide forklift training and/or "Train the Trainer" certification for BUNN employees. Successful completers will be issued a Workforce Development Certificate of Completion.

The Health Professions Department has requested approval to enter into a contract with Barnes-Jewish Hospital in St. Louis, Missouri, to provide clinical site experience for students enrolled in the College's Electroneurodiagnostics Program. Barnes-Jewish Hospital has clinical facilities suitable for the educational needs of the students.

The Workforce Development Center seeks ratification for a contract with Ameren Energy Resources to provide Welding Certification Training at the Taylorville Campus. LLCC will provide 168.5 hours of welding training that is customized to meet Ameren's specific training objectives. Each successful completer will receive a LLCC Workforce Development Welding Certificate of Completion.

Vertrees/McGee

AGENDA ITEM II.F.1

MOTION: Move to approve the Clinical Site Agreement with Barnes-Jewish Hospital; and ratify the contract with Ameren Energy Resources for $22,650.

Vertrees/McGee

TRAINING CONTRACTS

Contract Title	Brief Description	Contractor	LLCC Dept. / Program	Contract Total	Term
IDOT August BOA Springfield	The Illinois Department of Transportation has requested that the Capital City Training Center partner with Novatech to hold four SharePoint classes during the month of August. All classes will be held in Springfield.	Illinois Department of Transportation	Capital City Training Center	$6,600	August 2013
BUNN Forklift Training and/or "Train the Trainer" Certification	The Workforce Development Center has also proposed an agreement with BUNN to provide forklift training and/or "Train the Trainer" certification for BUNN employees. Successful completers will be issued a Workforce Development Certificate of Completion.	BUNN	Workforce Development Center	$1,400	Fall 2013
Computer Banc OSHA 10 Training	The Workforce Development Center proposed an agreement with Computer Banc to provide OSHA 10 Training every four to six weeks beginning August 16, 2013. An OSHA 10 General Industry Certification Card will be issued to each participant upon successful completion.	Computer Banc	Workforce Development Center	$900	Fall 2013
Ameren Energy Resources Welding Certification Training	The Workforce Development Center seeks ratification for a contract with Ameren Energy Resources to provide Welding Certification Training at the Taylorville Campus. LLCC will provide 168.5 hours of welding training that is customized to meet Ameren's specific training objectives. Each successful completer will receive a LLCC Workforce Development Welding Certificate of Completion.	Ameren Energy Resources	Workforce Development Center	$22,650	August 5 – October 10, 2013
TOTALS				**$31,550**	

CLINICAL AGREEMENTS

Agreement Title	Description	Contractor	LLCC Dept / Program	Term
Clinical Site Agreement with Barnes-Jewish Hospital in St. Louis, Missouri	The Health Professions Department has requested approval to enter into a contract with Barnes-Jewish Hospital in St. Louis, Missouri, to provide clinical site experience for students enrolled in the College's Electroneurodiagnostics Program. Barnes-Jewish Hospital has clinical facilities suitable for the educational needs of the students.	Barnes-Jewish Hospital	LLCC Health Professions/ Electroneurodiagnostics Program	Date of Signing - Indefinite

AGENDA ITEM II.F.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: AT&T Voice Hardware Maintenance Agreement

DATE: August 28, 2013

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

Budget Impact:

Total Funds Requested:	$29,165.77
Source of Funds:	Operating Funds
Projected Revenue:	n/a
Projected Savings:	n/a

Student Learning Impact:

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

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

MOTION: Move to approve the Annual Maintenance Contract for the PBX phone system with AT&T at a total cost of $29,165.77

Cruz

AGENDA ITEM II.F.3

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: CDW-G Microsoft Server and Campus Agreement

DATE: August 28, 2013

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

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

The server portion of the agreement covers all LLCC servers. This includes operation systems, email servers, the portal server, and database servers.

The one year cost for this agreement is as follows:

Budget Impact:

Total Funds Requested:	$57,827
Source of Funds:	Operating Fund
Projected Revenue:	n/a
Projected Savings:	n/a

Student Learning Impact:

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

Cruz

AGENDA ITEM II.F.3

How will proposed agenda item be measured?

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

MOTION: Move to approve the annual CDW-G Microsoft Campus Software and Server Agreements at a total cost of $57,827.

Cruz

AGENDA ITEM II.G

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: August 28, 2013

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

The Workforce Development Center seeks ratification to continue the Highway Construction Careers Training Program. This grant is administered by the Illinois Community College Board through a contract with the Illinois Department of Transportation and will fund a 450 hour program that combines classroom and lab training to prepare students for entry into a union apprenticeship program. Targeted participants for the program include women, minorities, and underrepresented individuals.

MOTION: **Move to ratify grant agreement with the Illinois Community College Board for $416,320.**

Vertrees/McGee

GRANT SUMMARY
August 2013

Grant Title	Brief Description	Grantor	LLCC Department / Program	LLCC Total Monetary Request	LLCC Match	Submitted	Term
Grants in excess of $10,000							
Highway Construction Careers Training Program Grant	The Workforce Development Center seeks ratification to continue the Highway Construction Careers Training Program. This grant is administered by the Illinois Community College Board through a contract with the Illinois Department of Transportation and will fund a 450 hour program that combines classroom and lab training to prepare students for entry into a union apprenticeship program. Targeted participants for the program include women, minorities, and underrepresented individuals.	Illinois Community College Board	Workforce Development	$416,320	$0	Y	July 1, 2013-June 30, 2014
Total Submitted				**$416,320**	**$0**		

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: August 28, 2013

POSITION VACANCIES

Professional
Systems Administrator I
Workforce Specialist
Workforce Development Program Coordinator

Faculty
Biology Instructor

HIRES

Classified

Professional

RESIGNATIONS

Mindy Johnson	Nursing Skills Lab Prof.	08/16/13

AGENDA ITEM IV.A.3.b

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: August 28, 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 90% complete.

Front Entry Improvements
The project is about 50% complete. We are in the progress of removing the overhead lines and are awaiting the new mast arms and traffic signals.

Parking Lot Striping & Resurfacing
The project is complete.

PHS Projects – FY'11

Campus Boulevard Lighting Replacement
Contract Documents are being prepared.

Sangamon Hall Air Handler Replacement
The project is complete.

Variable Frequency Drive Units Replacement
Contract Documents are being prepared.

Vertrees/Garvey

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 complete.

Capital Renewal Project
A project to provide masonry repairs to Sangamon, Menard and Cass. The CDB has completed their first review and the Contract Documents are progressing to the 50% review.

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 July 31, 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	-	34,252.37	118,830.63	77.62%
FY2011 PHS Total				**1,564,473.00**	**994,015.00**	**13,376.00**	**1,007,391.00**	**-**	**787,929.64**	**219,461.36**	**21.79%**
FY2012 PHS	70925	Generation Plant	L	728,354.00	831,688.00	(182,451.00)	649,237.00	-	573,940.54	75,296.46	11.60%
	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**	**-**	**870,040.88**	**107,534.12**	**11.00%**
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			-		24,500.00	(24,500.00)	0.00%
FY2013 PHS Total				**774,520.00**	**244,100.00**	**4,827.22**	**248,927.22**		**61,246.00**	**187,681.22**	**75.40%**
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	650,000.00	610,569.00		610,569.00		268,292.06	342,276.94	56.06%
	77903	Front Entry Improvements	L	700,000.00	532,627.00		532,627.00		110,487.68	422,139.32	79.26%
	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	425,000.00	362,676.00		362,676.00		13,600.00	349,076.00	96.25%
	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	-	23,668,324.18	(471,358.26)	-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**	**29,646,321.27**	**1,603,089.45**	**31,249,410.72**	**-**	**30,499,660.20**	**749,750.52**	**2.40%**
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**	**35,481,702.96**	**1,525,484.24**	**37,007,187.20**	**-**	**35,775,686.23**	**1,231,500.97**	**3.33%**

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

SEPTEMBER 2013	OCTOBER 2013	NOVEMBER 2013	DECEMBER 2013
• 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	• Adopt CY'13 Property Tax Levy • Board Meeting 12/18/13
JANUARY 2014	**FEBRUARY 2014**	**MARCH 2014**	**APRIL 2014**
• 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	• FY'14 Preliminary Revenue Estimate • Seating of New Student Trustee • Student Recognition Ceremony • Board Meeting 4/23/14
MAY 2014	**JUNE 2014**	**JULY 2014**	**AUGUST 2014**
• 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	• Board Meeting 8/27/14

V. Strategic Discussion

AGENDA ITEM V.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Presentation on LLCC's Accreditation Process

DATE: August 28, 2013

Dr. Chris McDonald and Dr. Tricia Kujawa, Co-Chairs of the Academic Quality Improvement Program (AQIP) Steering Committee will present a summary of LLCC's Higher Learning Commission Accreditation process and activities.