# *LLCC*
# *Board of Trustees*
# *Regular Meeting*
# *September 25, 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**

**PUBLIC HEARING ON FY 2014 COLLEGE BUDGET**
**WEDNESDAY, SEPTEMBER 25, 2013**
**5:00 P.M.**
**LINCOLN LAND COMMUNITY COLLEGE**
**ROBERT H. STEPHENS ROOM**

# AGENDA
# REGULAR MEETING

Wednesday, September 25, 2013
Immediately Following Public Hearing on the Budget

## I. Preliminary Matters

A. Roll Call
B. Pledge of Allegiance
C. Adoption of Agenda of the September 25, 2013 Meeting
D. Introductions and Recognitions
E. Hearing of Citizens

## II. Consent Agenda


A. Approval of Minutes of the Regular Meeting of August 28, 2013 ..... 6
B. Ratify Payment of Bi-Monthly Checks and the August Treasurer's Report ..... 18
C. Out-of-State Travel
   1. Ratification of Out-of-State Travel ..... 19
   2. Approval of Out-of-State Travel ..... 20
D. Budget/Financial Items
E. Purchasing
F. Contracts/Agreements
   1. Monthly Training Contract/Clinical Agreement Status Report ..... 22
   2. Adobe Enterprise Term License Agreement ..... 24
   3. Strata Information Group, IT Technology Consulting ..... 25
G. Monthly Grant Status Report ..... 27
H. Facility Leases
I. Construction Items
J. Other Items

## III. Action Agenda

A. Policies
B. Academic Services Division Items
C. Student Services Division Items
D. Administrative Services Division Items
   1. Fiscal Year 2014 Budgets ..... 30
E. Information Technology Systems Items
F. Workforce Development and Community Education Items
G. Executive Division Items

## IV. Information Items

A. Staff Reports
   1. Academic Services
   2. Student Services
   3. Administrative Services
      a. Position Vacancies and Hires ..... 34
      b. Construction Progress Update ..... 35
      c. Monthly Financial Report
   4. Information Technology Systems
   5. Workforce Development and Community Education
   6. Executive Division
      a. Review of Agenda Master Calendar..... 38
B. President's Report
C. Report from Faculty Senate
D. Report from Faculty Association
E. Report from Classified Staff
F. Report from Professional Staff
G. Report from Facilities Services Council
H. Chairman's Report
I. Secretary's Report
J. Foundation Report
K. Other Board Members' Reports

## V. Strategic Discussion

## VI. Executive Session

## VII. Actions from Open/Executive Session

## VIII. Adjournment

# *I. Preliminary Matters*

## *II. Consent Agenda*

**AGENDA ITEM II.A**

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

The regular meeting of the Board of Trustees of Lincoln Land Community College, Illinois Community College District #526 was held on Wednesday, August 28, 2013 at 5:10 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. Rosenthal, Mr. Wesley, Mr. Shackelford, Mr. Findley, Mr. Belville, and Mr. Reichert. Mr. Fulgenzi and Mr. Gray joined the meeting in progress.

### *B. Pledge of Allegiance*

Chairman Reichert led the audience in the pledge of allegiance.

### *C. Adoption of Agenda of the August 28, 2013 Meeting*

**MOTION NO. 8-28-13-1:**

Mr. Rosenthal moved to adopt the agenda of August 28, 2013 meeting. Mr. Findley seconded.

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

Mr. Gray joined the meeting at 5:12 p.m.

*D. Introductions and Recognitions*

1. Introduction of new Faculty Members

Dr. Tepatti, Vice President of Academic Services introduced the following new Faculty members and provided a brief synopsis on each:

- Tameka Johnson, English (EGL)
- Michael Meyers, Respiratory Care (RCP)
- Colin Suchland, Sociology (SOC)
- Anthony Tate, Biology (BIO)

Dr. Tepatti stated Automotive Technology Instructor, Brian Earley, was unable to attend the Board meeting due to another commitment, but she provided the Board with his background synopsis.

Chairman Reichert welcomed the new Faculty members.

## II. Consent Agenda

**MOTION NO. 8-28-13-2:**

Mr. Gray moved to:

- approve the minutes of the Regular Meeting of July 31, 2013;
- ratify payments of bi-monthly of checks issued during July 2013 and ratify, subject to audit, the June 30, 2013 and July 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;
- ratify 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;
- approve a purchase order to Peoria Charter to provide transportation for our Fall and Winter Athletic Travel in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2014-3;

- approve the payment of the CARLI Database and I-Share Assessment Membership Fees and the purchase of 18 electronic databases and link resolver;
- approve the purchase of print periodical subscriptions and electronic journals through EBSCO;
- approve the Clinical Site Agreement with Barnes-Jewish Hospital; and ratify the contract with Ameren Energy Resources for $22,650;
- approve the Annual Maintenance Contract for the PBX phone system with AT&T at a total cost of $29,165.77;
- approve the annual CDW-G Microsoft Campus Software and Server Agreements at a total cost of $57,827; and
- ratify grant agreement with the Illinois Community College Board for $416,320.

Mr. Shackelford seconded.

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

**III. <u>Action Agenda</u>**

*A. Policies* – None

*B. Academic Services Division Items* - None

*C. Student Services Division Items* – None

*D. Administrative Services Division Items* - None

*E. Information Technology Systems Items* - None

*F. Workforce Development and Community Education Items* – None

*G. Executive Division Items* - None

**IV. <u>Information Items</u>**

*A. Staff Reports*

1. Academic Services - None

2. Student Services – None

3. Administrative Services

    a. Position Vacancies and Hires

An amended Agenda Item IV.A.3.a, Position Vacancies and Hires, is presented due to the recent filling of several positions.

Mr. Fulgenzi joined the meeting at 5:17 p.m.

    b. Construction Progress Update

Dr. Warren stated installation of the new front entryway sign is progressing well, providing a pleasant entrance to the main campus. She also noted a smaller sign has been installed on the entry drive near the Workforce Careers Center, and a third sign which will be placed in the boulevard along Toronto Road. Trustee Wesley and Dr. Warren continue to work with Senator Manar to move forward the pending state bond sale for the Sangamon Hall renovation which houses the Theatre program.

4. Information Technology Systems – None

5. Workforce Development and Community Education - None

6. Executive Division

    a. Review of Agenda Master Calendar

The September 25, 2013 Board of Trustees meeting will not include a Strategic Discussion; allowing Trustees additional time to conduct their Annual Board Evaluation, following the conclusion of the regular meeting. Mr. Michael Monaghan, Executive Director of the Illinois Community College Trustees Association will assist in facilitating the Board's Evaluation process.

*B. President's Report*

Dr. Warren reported the fall semester began on Saturday, August 24, 2013, and is in full swing. Exciting visible changes include the new entrance way signage, new sidewalks, new boulevard banners, and repaved roadways; all of which provide a positive and welcoming image to LLCC students and the community.

Another new feature is the interactive digital screens that have been installed in Menard Hall, Sangamon Hall, the Workforce Careers Center and in the A. Lincoln Commons.

These screens provide a continuous display of campus information, events, news, maps and weather.

The front portion of Menard Hall has also undergone some changes and updates including; new display plaques for Board members' photos and for photos of LLCC's award winning students and staff. Other improvements include revamping the Foundation's Circle of Friends Recognition Plaque and prominently displaying LLCC's Mission/Vision/Values/Goals. Dr. Warren stated these improvements assist in recognizing quality performance on our campus.

Cass Gymnasium improvements include the installation of new bleachers and new carpeting in the Fitness Center.

LLCC's Convocation kicked-off the new academic year for all faculty and staff on Friday, August 23, 2013. Information was presented on AQIP and LLCC's Accreditation Process, LLCC's Continuous Quality Improvement (CQI) Project, Student Engagement and Satisfaction Survey Results, LLCC's "Grow Beyond" Foundation Endowment Campaign, and the LLCC Connect Emergency Messaging System. Convocation concluded with Dr. Warren's address titled, "The Future: Imagination, Disruption, Transformation" highlighting the challenging times ahead for LLCC and community colleges in general.

On August 21, 2013, a "New Student Lunch" was debuted with more than 400 students in attendance. Professor of Speech, Dr. Claire Gordon, Student Trustee, Garrett Belville, SGA President, Karla Martin and Phi Theta Kappa, Vice President Virginia Moore each addressed the group.

LLCC's new Student Orientation has proven to be highly successful with more than 2,000 participants since its inception.

Fall enrollment numbers continue to fluctuate during the first week of classes, but appear to be down slightly, around 1%.

Officials from Ashikaga Junior College visited LLCC on August 26, 2013, meeting with Dr. Warren and other administrators to discuss ongoing collaborations and then toured the campus. Their tour included visiting an Organic Chemistry class, Physics, Nursing and Chemistry Labs, English as a Second Language (ESL) classroom, and the LLCC's Child Development Center.

LLCC's Lady Loggers Volleyball Team has been ranked 12$^{th}$ in the NJCAA poll released earlier this month. This is notably the Volleyball Team's highest preseason ranking ever.

Dr. Warren, Vice President Lesley Frederick, and Vice President Dr. Eileen Tepatti had the opportunity to participate in Springfield School District 186 Focus Groups, created to seek input as they begin their search process for a new Superintendent.

The first phase of ongoing plans to update LLCC's telephone and internet system is complete and supports an annual savings of $45,000. It is believed LLCC will see a $200,000 annual savings when this project is complete.

*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*

Mr. Wesley reminded other Trustees of the September 13 and 14, 2013 Illinois Community College Trustees Association (ICCTA) meeting which will be held in Springfield.

## V. <u>Strategic Discussion</u>

A. Presentation on LLCC's Accreditation Process

Dr. Tricia Kujawa and Dr. Chris McDonald, Co-Chairs of the Academic Quality Improvement Program (AQIP) Steering Committee presented a summary of LLCC's Higher Learning Commission Accreditation process, explaining the AQIP Cycles of Improvement which include:

- Yearly – Annual Update and Action Projects
- Every Four Years – Systems Portfolio and Feedback Report
- Every Seven Years – Reaffirmation of Accreditation and Quality Checkup

**AGENDA ITEM II.A**

## VI. Executive Session

**MOTION NO. 8-28-13-3:**

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

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

## VII. Actions from Executive Session

**MOTION NO. 8-28-13-4:**

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

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

## VIII. Adjournment

The meeting adjourned at 6:35 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:** 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*

**AGENDA ITEM II.A**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren
President

**SUBJECT:** Approval of Out-of-State Travel

**DATE:** August 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** |

| | | | | |
|---|---|---|---|---|
| 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 | $1,181 |

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

**AGENDA ITEM II.A**

**RESOLUTION**
**AUTHORIZING THE TRANSFER OF THE FOLLOWING FUNDS**

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

**WHEREAS,** the amount of FY 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)

**AGENDA ITEM II.A**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren
President

**SUBJECT:** Employment Recommendations

**DATE:** August 28, 2013

We recommend the following personnel actions:

**ADMINISTRATIVE**

A. Retirements

| NAME | POSITION | DEPARTMENT | EFFECTIVE DATE |
|---|---|---|---|
| Bill Callaway | Director, Associate Degree Radiography Program | Health Professions | 05/29/14 |

B. Approve the transfer of Ms. Janet Semanik, Director of Development, to the newly-created, professional position of Development Specialist – 32 hours/week, effective November 1, 2013.

**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 August Treasurer's Report

**DATE:** September 25, 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 August 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 August 31, 2013.

**MOTION:** **Ratify payments of bi-monthly checks issued during August 2013 and ratify, subject to audit, the August 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:** September 25, 2013

| Name | Meeting | Location | Date | Account | Amount |
|---|---|---|---|---|---|
| Koontz, Sonja | Accreditation Commission for Education in Nursing Site Visit | Santa Fe, NM | September 22-25, 2013 | Paid by Accreditation Commission for Education in Nursing Site Visit | $0 |

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:** September 25, 2013

| Name | Meeting | Location | Account | Amount |
|---|---|---|---|---|
| Buerkett, Lyn | National Council for Workforce Education | Milwaukee, WI | Restricted | $1,171 |
| Byers, Candice | Department of Education Financial Aid Conference | Las Vegas, NV | Professional Development | $1,525 |
| Callaway, William | Radiography Educators of the Midwest Quarterly Meeting | Davenport, IA | Paid by Radiography Educators of the Midwest | $0 |
| Callaway, William | Radiography Educators of the Midwest Quarterly Meeting | Davenport, IA | Paid by Radiography Educators of the Midwest | $0 |
| Callaway, William | Radiography Educators of the Midwest Quarterly Meeting | Davenport, IA | Paid by Radiography Educators of the Midwest | $0 |
| Callaway, William | Radiography Educators of the Midwest Quarterly Meeting | Davenport, IA | Paid by Radiography Educators of the Midwest | $0 |
| Collier, Lisa | Department of Education Financial Aid Conference | Las Vegas, NV | Administrative | $1,535 |
| Fischberg, Eve | Fieldwork Educators Certification Workshop | Omaha, NE | Paid by Creighton University | $0 |
| Goetsch, Peggy; Gum, Angela; Rothering, Anthony and BIO 202, BIO 203 (Approx. 15 Students) | Jasper-Pulaski Fish and Wildlife Area Field Trip | Medaryville, IN | Student Trip | $432 |
| Green, David | National Council for Workforce Education Annual Conference | Milwaukee, WI | Administrative | $1,325 |
| Hayes, Richard | National Academic Advising Association | Salt Lake City, UT | Professional Development | $2,099 |
| Heyen, Lisa | National Council for Workforce Education | Milwaukee, WI | Restricted | $1,171 |

| | | | | |
|---|---|---|---|---|
| Marsaglia, John & Women's Softball Team (Approx. 19 Students) | Softball Trip to Florida | Orlando, FL | Team Travel | $19,946 |
| Ratliff, John | Association of Surgical Technologists Board Meeting | Denver, CO | Paid by Association of Surgical Technologists | $0 |
| Riggle, Ron & Men's Baseball Team (approx. 30 Students) | Baseball Trip to Tennessee | Millington, TN | Team Travel | $7,848 |
| Riggle, Ron & Men's Baseball Team (approx. 30 students) | Baseball Trip to Florida | Orlando, FL | Team Travel | $28,817 |
| Vinzant, John and Model IL Government Class (Approx. 6 Students) | Tennessee Intercollegiate Student Legislature | Nashville, TN | Class Trip | $2,419 |
| Vinzant, John | 2013 American Collegiate Moot Court Association Meeting | Dubuque, IA | Faculty | $454 |
| Watkins, Danyle | National Association for the Education of Young Children Site Visit/Review | Sumter, SC | Paid by National Association for the Education of Young Children | $0 |

**AGENDA ITEM II.F.1**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM**: Charlotte J. Warren
President

**SUBJECT:** Monthly Training Contract/Clinical Agreement Status Report

**DATE:** September 25, 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 three SharePoint classes and five Microsoft Office classes during the month of September. All classes will be held in Springfield.

The Health Professions Department has requested ratification for a contract with Alliance Rehab, STL, LLC, to provide clinical site experience for students enrolled in the College's Occupational Therapy Assistant Program. Alliance Rehab, STL, LLC, has clinical facilities suitable for the educational needs of the students.

**MOTION: Move to ratify the Clinical Site Agreement with Alliance Rehab, STL, LLC.**

Vertrees/McGee

## TRAINING CONTRACTS

| Contract Title | Brief Description | Contractor | LLCC Dept / Program | Contract Total | Term |
|---|---|---|---|---|---|
| ***Contracts as informational: items under the CMS Master Education Agreement*** | | | | | |
| IDOT September BOA Springfield | The Illinois Department of Transportation has requested that the Capital City Training Center partner with Novatech to hold three SharePoint classes and five Microsoft Office classes during the month of September. All classes will be held in Springfield. | Illinois Department of Transportation | Capital City Training Center | $10,700 | September 2013 |
| **TOTALS** | | | | **$10,700** | |

## CLINICAL AGREEMENTS

| Agreement Title | Description | Contractor | LLCC Dept / Program | Term |
|---|---|---|---|---|
| Clinical Site Agreement with Alliance Rehab, STL, LLC | The Health Professions Department has requested ratification for a contract with Alliance Rehab, STL, LLC, to provide clinical site experience for students enrolled in the College's Occupational Therapy Assistant Program. Alliance Rehab, STL, LLC, has clinical facilities suitable for the educational needs of the students. | Alliance Rehab, STL, LLC | LLCC Health Professions/ Occupational Therapy Assistant Program | Date of Signing - Indefinite |

**AGENDA ITEM II.F.2**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren
President

**SUBJECT:** Adobe Enterprise Term License Agreement

**DATE:** September 25, 2013

Board approval is requested for an Adobe Enterprise Term License Agreement for three years through Adobe Systems Incorporated.

The agreement covers all LLCC desktop computers including our labs. It also covers the use of the Adobe software for our faculty, staff, and students.

The one year cost for the three year agreement is as follows:

**Budget Impact:**

| | |
|---|---|
| Total Funds Requested: | $46,020 |
| Source of Funds: | Tech Fee |
| Projected Revenue: | n/a |
| Projected Savings: | n/a |

**Student Learning Impact:**

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

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

**MOTION: Move to approve the three-year Adobe Enterprise Term License Agreement at a total cost for one year of $46,020.**

Cruz

**AGENDA ITEM II.F.3**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren
President

**SUBJECT:** Strata Information Group, IT Technology Consulting

**DATE:** September 25, 2013

Board approval is requested to contract for consulting services with the Strata Information Group (SIG) for the implementation of Financial Aid Communication Management (CC) functionality. SIG would perform the following work.

Site visit preparation conference call with LLCC staff and other project participants prior to each visit:

- Initial introductions
- Finalize an agenda and schedule
- Discuss and finalize the on-site visit logistics
- Discuss existing documentation
- Document follow-up questions and points of clarification and share with the LLCC staff through email or an additional conference call

Activities that will be conducted during the on-site visits:

- Import ISIRS directly into Colleague®
- Utilize CC to process missing information/documentation
- Install/test TD client
- Evaluate EdConnect@ codes
- Train on ISIM
- Complete basic communications management (CC) training
- Integrate communication management setup
- Create communication management codes
- Create communication management paragraphs
- Create communication management request definitions
- Create communication management tracks
- Create communication management documents
- TEST communication management setup with importing
- Move to production and complete final testing
- Finalize the implementation and turn over documentation

**Budget Impact:**

| | |
|---|---|
| Total Funds Requested: | $61,180 |
| Source of Funds: | Consulting Funds |
| Projected Revenue: | n/a |
| Projected Savings: | n/a |

**Student Learning Impact:**

**How will proposed agenda item impact student learning?**
Prepare the college to move forward in the implementation of Colleague Auto Packager for the Financial Aid department.

**How will proposed agenda item be measured?**
The implementation of Colleague Auto Packager will contribute to a more efficient and effective financial aid awarding process.

**MOTION: Move to approve the contract with Strata Information Group for consulting billed at $160 per hour not to exceed $61,180.**

**AGENDA ITEM II.G**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM**: Charlotte J. Warren
President

**SUBJECT:** Monthly Grant Status Report

**DATE:** September 25, 2013

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

The College seeks ratification for the Local Programs of Study Implementation Grant through the Illinois Community College Board. This grant is part of the Pathways to Results Initiative, which is focused on improving student transition results for critical career pathways. The grant will enhance Continuous Quality Improvement by developing metrics, methods, and tools that community colleges can use to bolster students in these career pathways.

The Business and Technologies Department seeks ratification for the Nitrate-N Concentration Sampling Grant. This three-year grant proposal through the Illinois Nutrient Research and Education Council will enable the Agronomy Department to sample and test the water in Lake Springfield and the corresponding tributaries' nitrate-N concentration. The data gathered may help detect changes with how farmers manage nitrogen fertilizer applications.

**MOTION:** **Move to ratify the ICCB agreement in the amount of $5,000; ratify the proposal with the Illinois Nutrient Research and Education Council in the amount of $78,000**

Vertrees/McGee

**GRANT SUMMARY**
**September 2013**

| Grant Title | Brief Description | Grantor | LLCC Department / Program | LLCC Total Monetary Request | LLCC Match | Submitted | Term |
|---|---|---|---|---|---|---|---|
| ***Grants less than $10,000*** | | | | | | | |
| Local Programs of Study Implementation Grant | The College seeks ratification for the Local Programs of Study Implementation Grant through the Illinois Community College Board. This grant is part of the Pathways to Results Initiative, which is focused on improving student transition results for critical career pathways. The grant will enhance Continuous Quality Improvement by developing metrics, methods, and tools that community colleges can use to bolster students in these career pathways. | Illinois Community College Board | LLCC | $5,000 | $0 | Y | FY14 |
| ***Grants in excess of $10,000*** | | | | | | | |
| Nitrate-N Concentration Sampling Grant | The Business and Technologies Department seeks ratification for the Nitrate-N Concentration Sampling Grant. This three-year grant proposal through the Illinois Nutrient Research and Education Council will enable the Agronomy Department to sample and test the water in Lake Springfield and the corresponding tributaries' nitrate-N concentration. The data gathered may help detect changes with how farmers manage nitrogen fertilizer applications. | Illinois Nutrient Research Education Council | Business and Technologies /Agronomy | $78,000 | $0 | Y | October 2013 through October 2016 |
| **Total Submitted** | | | | **$83,000** | **$0** | | |

# *III. Action Agenda*

**AGENDA ITEM III.D.1**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren
President

**SUBJECT:** Fiscal Year 2014 Budgets

**DATE:** September 25, 2013

Included under separate cover is the final draft of the Fiscal Year 2014 Operating Budget that was placed on file for public review and comment at the July 31, 2013 meeting. There have been no changes to the Tentative Budget except for updating FY2013 fund balances at year end. The FY 2014 Final Operating Budget, in draft form, is balanced and provides for revenues of $42,396,712 and expenditures of $42,396,712.

The tax levy that will come before the Board in December of 2013 will provide for the extension of property tax in calendar year 2014. In accordance with GASB 34, the FY 2014 budget reflects 50% of the revenue from the calendar year 2012 levy as well as 50% of the projected revenues from the calendar year 2013 levy, which will come before the Board in December.

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

- Liability Protection & Settlement (Fund 12) is used to fund insurance, risk management, safety and security expenditures.
- Audit (Fund 11) provides funding for audit services.
- Bond and Interest (Fund 04) provides for the payment of principal and interest on debt service (borrowed funds).

Also presented are budgets for the following:

- Operations & Maintenance Restricted (Fund 03) is restricted to construction and other capital expenditures. Funding is provided from Protection Health and Safety funds and monies accumulated in the Operations and Maintenance Fund.

- Auxiliary or Independent Operations (Fund 05) accounts for expenditures for cost centers for which a fee is charged for students/staff, and the activity is intended to be self sufficient, such as the bookstore, food service, Capital City Center, Child Care Center and Community Programming.
- Employee Benefit (Fund 16) serves as the College's self-insurance fund.
- Restricted Purpose Grants (Fund 06) includes monies restricted by state and federal grants.
- Trust & Agency (Fund 10) is used for Student Club monies or other funds for which the College is holding in a custodial or agency relationship.
- Working Cash (Fund 07) is the "internal bank" which allows the College to meet cash flow needs.
- Federal Financial Aid (Fund 17) is used for pass through funds from state and federal agencies for student financial aid.

The FY 2014 Final Budget before you includes estimated revenues sufficient to meet or exceed expenditures in all funds with the exception of the Operations and Maintenance Restricted Fund (Capital Projects) and Restricted Purposes Fund, which have sufficient carry forward fund balance to fund expenditures.

I will provide further information as requested at the meeting.

**MOTION:** **Move to adopt the attached resolution approving the FY 2014 Operating Budget and to approve the FY 2014 Capital Budget as presented.**

Vertrees/McGee

**AGENDA ITEM III.D.1**

# FISCAL YEAR 2014 BUDGET RESOLUTION

**WHEREAS**, the Board of Trustees of Community College, District No. 526, Counties of Bond, Cass, Christian, DeWitt, Fayette, Greene, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Sangamon and Scott and State of Illinois, cause to be prepared in tentative form a budget for said district for the fiscal year beginning July 1, 2013 and ending June 30, 2014; and

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

**WHEREAS**, the Secretary of said Board of Trustees arranged for and there was held a public hearing as to such budget on September 25, 2013; and

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

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

**NOW, THEREFORE, BE IT RESOLVED**:

Section 1. That the fiscal year for the district is declared as being July 1, 2013 and ending June 30, 2014.

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

_____
Chair, Board of Trustees

ATTEST: _____
Secretary, Board of Trustees

Vertrees/McGee

## *IV. Information Items*

**AGENDA ITEM IV.A.3.a**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren
President

**SUBJECT:** Position Vacancies and Hires

**DATE:** September 25, 2013

**POSITION VACANCIES**

***Professional***
Systems Administrator I
Assistant Director, Foundation

**RETIREMENTS**

| | | |
|---|---|---|
| Venita Lyons | Information Tech. Specialist | 10/31/13 |
| Janet Miller | Writing Center Specialist | 11/15/13 |

**RESIGNATIONS**

| | | |
|---|---|---|
| Aaron Jahns | Police Officer | 09/22/13 |

**HIRES**

***Professional***

| | | |
|---|---|---|
| Doug Whitaker | Maintenance Operations Supervisor | 09/09/13 |
| Steve Bryant | Workforce Specialist | 10/07/13 |

**AGENDA ITEM IV.A.3.b**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren
President

**SUBJECT:** Construction Progress Update

**DATE:** September 25, 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:*

**Athletic Field Drainage Improvements**
The construction phase is complete. The contractor is responsible for care/maintenance of the fields until October 31, 2013. The fields are not released for use/play.

**Front Entry Improvements**
The project is 90% Complete.

**PHS Projects – FY' 11**

**Campus Boulevard Lighting Replacement**
Contract Documents are being prepared.

**Variable Frequency Drive Units Replacement**
Contract Documents are being prepared.

**PHS Projects – FY' 12**

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

**AGENDA ITEM IV.A.3.b**

**PHS Projects – FY' 13**

**Menard Remediation**
The bids are under review and the contractor recommendation should be included in the October Board meeting.

**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.

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

**Budget Impact:**

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

**Student Learning Impact:**

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

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

Vertrees/Garvey

All Capital Projects

The following information is a reflection of information that has been provided to the Business Office as of August 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 | - | 98,477.27 | 54,605.73 | 35.67% |
| **FY2011 PHS Total** | | | | **1,564,473.00** | **994,015.00** | **13,376.00** | **1,007,391.00** | **-** | **852,154.54** | **155,236.46** | **15.41%** |
| FY2012 PHS | 70925 | Generation Plant | L | 728,354.00 | 831,688.00 | (181,102.20) | 650,585.80 | - | 577,139.74 | 73,446.06 | 11.29% |
| | 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** | **(181,102.20)** | **978,923.80** | **-** | **873,240.08** | **105,683.72** | **10.80%** |
| FY2013 PHS | 70928 | Cass Gym Bleacher Replacement | L | 339,000.00 | 244,100.00 | 4,827.22 | 248,927.22 | | 181,240.30 | 67,686.92 | 27.19% |
| | 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** | | **205,740.30** | **43,186.92** | **17.35%** |
| 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 | - | | | - | | 13,423.53 | (13,423.53) | 0.00% |
| **Infrastructure Fee Total** | | | | **1,388,258.00** | **1,395,953.59** | **4,236.09** | **1,400,189.68** | **-** | **1,442,861.12** | **(42,671.44)** | **-3.05%** |
| Funding Bonds | 77902 | Athletic Field Drainage Improvements | L | 650,000.00 | 610,569.00 | 6,328.00 | 616,897.00 | | 268,292.06 | 348,604.94 | 56.51% |
| | 77903 | Front Entry Improvements | L | 700,000.00 | 532,627.00 | | 532,627.00 | | 226,804.41 | 305,822.59 | 57.42% |
| | 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 | | 16,150.00 | 346,526.00 | 95.55% |
| | 77906 | Campus Kiosk | L | 50,000.00 | 49,000.00 | | 49,000.00 | | 35,212.00 | 13,788.00 | 28.14% |
| **Funding Bonds Total** | | | | **1,880,000.00** | **1,609,711.51** | **6,328.00** | **1,616,039.51** | | **599,298.95** | **1,016,740.56** | **62.92%** |
| ICCB Capital Budget F | 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** | | | | **22,014,653.00** | **7,445,093.20** | **(69,928.41)** | **7,375,164.79** | **-** | **6,088,298.07** | **1,286,866.72** | **17.45%** |

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

| OCTOBER 2013 | NOVEMBER 2013 | DECEMBER 2013 | JANUARY 2014 |
|---|---|---|---|
| • Financial Audit Review<br>• PHS Projects<br>• Board Meeting 10/23/13 Hillsboro Area Hospital | • Board Meeting 11/20/13 | • Adopt CY'13 Property Tax Levy<br>• Board Meeting 12/18/13 | • Board Meeting 1/22/14 |
| **FEBRUARY 2014** | **MARCH 2014** | **APRIL 2014** | **MAY 2014** |
| • Sabbatical Leaves<br>• Faculty Contracts and Position Listing<br>• Tenure Listing<br>• Catalog Review and Adoption<br>• Board Meeting 2/26/14 | • Administrative Contracts<br>• Board Meeting 3/26/14 | • FY'14 Preliminary Revenue Estimate<br>• Seating of New Student Trustee<br>• Student Recognition Ceremony<br>• Board Meeting 4/23/14 | • Employee Recognition Ceremony<br>• LLCC Foundation Gala<br>• Adult Ed Recognition Ceremony<br>• Commencement 5/16/14<br>• Board Meeting 5/28/14 |
| **JUNE 2014** | **JULY 2014** | **AUGUST 2014** | **SEPTEMBER 2014** |
| • Summer Adjunct Faculty Listing<br>• Budget Workshop<br>• Board Meeting 6/25/14 | • FY'15 Tentative Budget<br>• Board Meeting 7/23/2014 | • Board Meeting 8/27/14 | • Budget Adoption/Public Hearing<br>• Mid-Year Tenure Listing<br>• Annual Board Evaluation<br>• Board Meeting 9/24/2014 |

# *V. Strategic Discussion*