# *LLCC*
# *Board of Trustees*
# *Regular Meeting*
# *February 26, 2014*

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, February 26, 2014
5:00 P.M.
Lincoln Land Community College
Robert H. Stephens Room

## I. Preliminary Matters

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B. Pledge of Allegiance
C. Adoption of Agenda of the February 26, 2014 Meeting
D. Introductions and Recognitions
E. Hearing of Citizens

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# *I. Preliminary Matters*

## *II. Consent Agenda*

**AGENDA ITEM II.A**

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

The regular meeting of the Board of Trustees of Lincoln Land Community College, Illinois Community College District #526 was held on Wednesday, January 22, 2014 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. Belville, Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi, Mr. Shackelford and Mr. Reichert. Mr. Gray joined the meeting in progress and Mr. Findley was absent.

### *B. Pledge of Allegiance*

Chairman Reichert led the audience in the pledge of allegiance.

Dr. Warren stated she wished to inform the Board of Trustees, before they adopt the January 2014 Board agenda, that Agenda Item II.D.1, Quarterly Budget Transfer Report, which is an informational item, was mistakenly placed in Section II - Consent Agenda and requested it be removed and properly placed in Section IV - Information Items.

### *C. Adoption of Agenda of the January 22, 2014 Meeting*

**MOTION NO. 01-22-14-1:**

Mr. Wesley moved to adopt the agenda of the January 22, 2014 meeting, with the requested change. Mr. Rosenthal seconded.

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

*D. Introductions and Recognitions* - None

*E. Hearing of Citizens* – None

## II. Consent Agenda

**MOTION NO. 01-22-14-2:**

Mr. Shackelford moved to:

- approve the minutes of the Regular Meeting of December 18, 2013;
- ratify payments of bi-monthly checks issued during December 2013 and ratify, subject to audit, the December 31, 2013 Treasurer's Report;
- approve ratification of out-of-state travel for the attached list of individuals;
- approve out-of-state travel for the attached list of employees;
- approve a purchase order to K.K. Stevens for the printing, mailing, and delivering of the 2014-2015 Summer/Fall & Spring Class Schedules at the total estimated cost of $77,896.15 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2014-8; and
- ratify the agreement with the Illinois Department of Commerce and Economic Opportunity in the amount of $130,000.

Mr. Belville seconded.

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

## III. Action Agenda

*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

Dr. Warren noted this item has been updated to reflect a change in the Public Safety Assistant position from a vacancy to a hire, and one retirement added.

b. Construction Progress Update

This item stands as presented. Dr. Warren stated the gymnasium's new bleachers received many favorable comments from attendees of the recent Sangamon County Basketball Tournament.

c. Monthly Financial Report – None

d. Quarterly Budget Transfer Report

This item was moved out of Consent Agenda, where it was mistakenly placed and stands as an informational item, as presented.

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

4. Information Technology Systems – None

5. Workforce Development and Community Education – None

6. Executive Division

a. Review of Agenda Master Calendar

In reviewing the Master Calendar, Dr. Warren reminded Board members the February meeting will include Sabbatical Leaves, Faculty Contracts and Tenure Listing. She also mentioned that an off-campus Board meeting is typically scheduled in March, and she and her administration are researching the possibility of holding the meeting in Beardstown. A decision can't be made until space availability is determined after the Spring semester is fully underway.

*B. President's Report*

The Spring semester began with numerous Welcome Week activities offered for students. Dr. Warren stated the semester began with a small decline in enrollment; as of January 18, head count was down 3.6%, and credit hours decreased 4.5%. Dr. Warren discussed many possibilities for the enrollment decline including:

- a leveling off of enrollment, after years of large increases
- a reduction in Pell Grant student eligibility due to changes in criteria
- changes in program credit hour requirements resulting from LLCC's internal review process

Dr. Warren discussed current and future budget impacts of these factors with Board members, stating it is likely that LLCC may experience a little more decline in enrollment before leveling out. She stated these factors will continue to present future challenges, which she and the administration will work diligently to stay abreast of.

*C. Report from Faculty Senate* - None

*D. Report from Faculty Association*

Mr. Kevin Kirsch, Professor, Auto CAD, introduced himself as the newly elected President of the LLCC Faculty Association, stating the Faculty Association Officer positions have now been extended to three-year terms of service.

*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*

Ms. Sanders announced the LLCC Foundation will welcome five new members at their Board meeting on January 29. The new members are: Mr. Chris Carter, Ms. Michelle Hinchen, Mr. Kyle Killebrew, Mr. Tim Schroeder, and Mr. Todd Wise. She noted the Foundation regrettably bids farewell to past members; Ms. Marsha Narmont and Mr. Bob Cusick, and is thankful for their guidance and service to the LLCC Foundation. Ms. Sanders also noted that the LLCC Foundation will have a farm land appraisal conducted, on 138 acres they currently own in Sangamon county, to properly assess the property's full fair market value.

*K. Other Board Members' Reports* - None

## V. Strategic Discussion

*A. LLCC Police Department Presentation*

Mr. Brad Gentry, Chief of the LLCC Police Department provided a PowerPoint presentation providing an overview and profile of the LLCC Police Department. Chief Gentry discussed on-going officer training, advanced special training certifications obtained by the LLCC Police Officers, and the department's Emergency Response Preparations.

## VI. Executive Session

**MOTION NO. 01-22-14-3:**

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

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

**MOTION NO. 01-22-14-4:**

Mr. Gray moved to return to open session. Mr. Wesley seconded.

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

## VII. Actions from Open/Executive Session

**MOTION NO. 01-22-14-5:**

Mr. Shackelford moved approve the attached employment recommendations. Mr. Wesley seconded.

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

**MOTION NO. 01-22-14-6:**

Mr. Belville 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 July 31, 2013;
the regular Board meeting of August 28, 2013;
the regular Board meeting of September 25, 2013;
the regular Board meeting of October 23, 2013;
the regular Board meeting of November 20, 2013; and
the regular Board meeting of December 18, 2013.

Mr. Gray seconded.

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

**MOTION NO. 01-22-14-7:**

Mr. Belville 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 July 31, 2013, authorized destruction date – February 1, 2015;

Regular Board meeting of August 28, 2013, authorized destruction date – March 1, 2015;

Regular Board meeting of September 25, 2013, authorized destruction date – March 26, 2015;

Regular Board meeting of October 23, 2013, authorized destruction date – April 24, 2015; and

Regular Board meeting of December 18, 2013, authorized destruction date – June 19, 2015.

Mr. Gray seconded.

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

## VIII. Adjournment

**MOTION NO. 01-22-14-8:**

Mr. Gray moved to adjourn the meeting. Mr. Belville seconded.

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

The meeting adjourned at 7:25 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:** January 22, 2014

| Name | Meeting | Location | Date | Account | Amount |
|---|---|---|---|---|---|
| Beckmier, Craig and ABM 125 (Approx. 8 Students) | National Western Stock Show | Denver, CO | January 13-18, 2014 | Class Trip | $900 |
| Liesen, Diane | American Board of Registration of Electroencephalographic and Evoked Potential Technologists Board Meeting and Oral Exams | Phoenix, AZ | January 15-19, 2014 | Paid by American Board of Registration of Electroencephalographic and Evoked Potential Technologists | $0 |

**AGENDA ITEM II.A**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren
President

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

**DATE:** January 22, 2014

| Name | Meeting | Location | Account | Amount |
|---|---|---|---|---|
| Beckmier, Craig and Animal Evaluation Club (Approx. 10 Students) | Meat Animal Evaluation | Madison, WI | Club Trip | $624* |
| Beckmier, Craig and ABM 125 (Approx. 8 Students) | Houston Stock Show And Rodeo | Houston, TX | Class Trip | $900 |
| Cheek, Sharon | American Society of Radiologic Technologists House of Delegates Meeting and Educational Symposium | Orlando, FL | Faculty Allocation | $280 |
| Findley, Craig | Association of Community College Trustees National Legislative Summit | Washington, DC | Trustee | $2,048 |
| Jozaitis, Judy | American Association of Community Colleges Workforce Development Institute | St. Petersburg, FL | Administrative | $2,240 |
| Maskey, Cynthia | Accreditation Commission for Nursing ERP | Atlanta, GA | Paid by Accreditation Commission for Education in Nursing | $0 |
| Maskey, Cynthia | Accreditation Commission for Nursing Site Visit | Huntington, CA | Paid by Accreditation Commission for Education in Nursing | $0 |
| Ralph, Nicole | Society of Human Resource Management Annual Conference | Orlando, FL | Administrative | $2,019 |

| | | | | |
|---|---|---|---|---|
| Ransdell, Junell | Society of Human Resource Management Annual Conference | Orlando, FL | Administrative | $2,774 |
| Strubhart, Lawrence | 2014 Landscape Show | Schaumburg, IL | Staff Development | $502 |
| Warren, Charlotte | American Association of Community Colleges Annual Convention | Washington, DC | Administrative | $2,995 |

**Institutional Funds*

**AGENDA ITEM II.A**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren
President

**SUBJECT:** Employment Recommendations

**DATE:** January 22, 2014

We recommend the following personnel actions:

## ADMINISTRATIVE

A. Retirements

| NAME | POSITION | DEPARTMENT | EFFECTIVE DATE |
|---|---|---|---|
| Richard Vertrees | Vice President | Administrative Services | 04/30/14 |

## FACULTY

A. Resignations

| NAME | POSITION | DEPARTMENT | EFFECTIVE DATE |
|---|---|---|---|
| Eric Prochaska | Asst. Professor English | Arts and Humanities | 05/16/14 |

B. Approve a change in retirement date for Cheryl Heitz, Professor-Computer Programming. Her original retirement date was scheduled for May 16, 2014 and she has changed the date to April 30, 2014.

**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 January Treasurer's Report

**DATE:** February 26, 2014

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 January 2014 (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 January 31, 2014.

**MOTION: Ratify payments of bi-monthly checks issued during January 2014 and ratify, subject to audit, the January 31, 2014 Treasurer's Report.**

Vertrees/Longhta

**AGENDA ITEM II.C.2**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren
President

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

**DATE:** February 26, 2014

| Name | Meeting | Location | Account | Amount |
|---|---|---|---|---|
| Bixby, Ruth | American Occupational Therapy Association Annual Meeting | Baltimore, MD | Restricted | $1,880 |
| Blaylock, Andrew | Campus Market Expo 2014 | Dallas, TX | Administrative | $2,480 |
| Callaway, William | University of Iowa Student & Radiographer Conference | Iowa City, IA | Paid by University of Iowa Student & Radiographer Conference | $0 |
| Chriswell, Linda | Illinois/Iowa AHEAD Regional Conference | Davenport, IA | Professional Development and Restricted | $246 |
| Coakes, Michelle and Ceramics Club (Approx. 6 Students) | National Conference on Education of the Ceramic Arts | Milwaukee, WI | Faculty Allocation & Club Expense | $1,025*** |
| Cruz, Esteban | Ellucian Live 2014 Executive Forum | Anaheim, CA | Administrative | $1,779 |
| Dockter, Jason | Conference on College Composition and Communication | Indianapolis, IN | Faculty Development | $1,039 |
| Fischberg, Eve and LLCC Quiz Bowl Team (Approx. 9 Students) | Community College Championship | Atlanta, GA | Club Trip | $1,435*** |
| Kesinger, Tracy | 14th Annual Nurse Educator Institute | Branson, MO | Faculty Allocation | $780 |
| Lovekamp, Janice | Association of Surgical Technologists National Conference | Denver, CO | Restricted | $1,370 |
| Maskey, Cynthia | National Organization for Associate Degree Nursing Board Meeting | Washington, DC | Paid by National Organization for Associate Degree Nursing | $0 |

Vertrees/Patarozzi/Curry

| | | | | |
|---|---|---|---|---|
| McCoy, Jamie | Illinois/Iowa AHEAD Regional Conference | Davenport, IA | Staff Development and Restricted | $324 |
| Nassirpour, Soodi | Ellucian Live 2014 | Anaheim, CA | Staff Development | $2,189 |
| Roehrs, Mark | Society for Military History | Kansas City, MO | Faculty Development | $1,130 |
| Roth, Joseph | Ellucian Live 2014 | Anaheim, CA | Staff Development | $2,261 |
| Tate, Anthony** and BIO 209 (Approx. 16 Students) | BIO 209 HY Honors | Belize | Class Trip | $20,600* |
| Vaughn, George | Conference on College Composition and Communication | Indianapolis, IN | Faculty Allocation | $800 |
| Warren, Charlotte | Chamber of Commerce Meeting | Washington, DC | Administrative | $1,432 |
| Whalen, Lynn | National Council for Marketing and Public Relations 2014 National Conference | New Orleans, LA | Administrative | $1,346 |

**Student Fees*
*** Tate, Anthony is replacing Dave Cox who was approved in October 2013*
**** Club Funds*

**AGENDA ITEM II.E.1**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren
President

**SUBJECT:** Standard Frequency Virtual Welder, VRTEX 360

**DATE:** February 26, 2014

The Workforce Development Department is requesting to purchase one Virtual Welder with INAM TAACCT funds. The VRTEX® uses an advanced computer system and specialized peripheral equipment to allow the simulation to run smoothly. The system comes with a computer that has been optimized for the needs of the simulation software and peripheral equipment that allows the simulation to work properly.

Lincoln Electric is the sole manufacturer for the Virtual Welder. Although other companies sell the welder, they all purchase from Lincoln Electric. Purchasing directly from Lincoln Electric will save LLCC from working through an intermediate company and will provide the best situation should any follow-up be necessary in the future.

After researching available vendors we request approval to purchase the Virtual Welder, at total delivered cost of $49,000 from Lincoln Electric.

**Budget Impact:**

| | |
|---|---|
| Total Funds Requested: | $49,000 |
| Source of Funds: | Grant Funded |
| Projected Revenue: | n/a |
| Projected Savings: | n/a |

**Student Learning Impact:**

**How will proposed agenda item impact student learning?**

Students interested in welding and mechatronics would be able to utilize the virtual welder to simulate welding in the labs. The Workforce Careers Center would also use this piece of equipment as a means of marketing to new students and businesses interested in training.

Jozaitis/Rourke

The virtual trainer will allow Welding and Mechatronics programs to:

- Attract and engage students
- Measure and record real-time results
- Enhance welding training programs
- Reduce energy consumption, waste and scrap
- Provide tangible savings

**How will proposed agenda item be measured?**
Prospective students and business use as well as current student use in the Welding and Mechatronics programs**.**

**MOTION: Move to approve purchase order to Lincoln Electric for the approved U.S. Dept. of Labor, INAM TAA, Virtual Welder equipment at a total delivered cost of $49,000.**

**AGENDA ITEM II.E.2**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren
President

**SUBJECT:** LAB VOLT Equipment Request

**DATE:** February 26, 2014

The Workforce Development Department is requesting approval for the following equipment from Advanced Technologies Consultants, Inc. (ATC):

| | | |
|---|---|---|
| 3 Hydraulics/Pneumatics Applications – PLC | | $5,490 |
| 3 PLC – Add on 8036 | | $12,351 |
| 3 Robot Systems | | $25,710 |
| 3 Voltage Converters | | $2,685 |
| 3 Gravity Feeders | | $1,623 |
| Simulation Software: | Pneumatics (10 user) | $3,713 |
| | Hydraulics (10 user) | $3,713 |
| | Industrial Controls (site license) | $2,494 |
| Robot Curriculum (CD-ROM unlimited copies) | | $994 |
| Shipping and Handling | | $1,250 |
| **Total** | | **$60,023** |

Because this equipment and software will be add-ons to the LAB VOLT equipment already purchased through Advanced Technologies Consultants, Inc., we are requesting that ATC be approved as a sole provider for the additional equipment purchase.

**Budget Impact:**

| | |
|---|---|
| Total Funds Requested: | $60,023 |
| Source of Funds: | Grant Funded |
| Projected Revenue: | n/a |
| Projected Savings: | n/a |

Jozaitis/Rourke

**AGENDA ITEM II.E.2**

**Student Learning Impact:**

**How will proposed agenda item impact student learning?**
This equipment will expand student learning opportunities in the Maintenance and Mechatronics programs.

**How will proposed agenda item be measured?**
Expanded program offerings and student learning outcomes in the Maintenance and Mechatronics Programs.

**MOTION: Move to approve a purchase order to Advanced Technologies Consultants, Inc. for the approved U.S. Department of Labor, INAM TAA, LAB VOLT Equipment.**

Jozaitis/Rourke

**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:** February 26, 2014

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

The Illinois Department of Transportation requested the Capital City Training Center partner with Novatech to provide seven Microsoft classes during the month of January. Approximately 70 employees were trained in Springfield.

The Illinois Department of Transportation has requested the Capital City Training Center partner with Novatech to hold nine Microsoft classes during the month of February. Approximately 90 employees will be trained in Springfield.

The Workforce Development Center has entered into a contract with Computer Banc to provide Fiber Optic Training for eight to fifteen participants in their Male Involvement Program. The training will be held at the Workforce Careers Center in Springfield.

The Workforce Development Center has entered into a contract with Computer Banc to provide OSHA 10 General Industry Certification training to at least eight participants in their Male Involvement Program. The training will be held at the Capital City Training Center in Springfield.

The Adult Education staff has been asked to participate in a project with the Central Illinois Adult Education Service Center at Western Illinois University to align adult secondary education curriculum to common core standards for state-wide use. The funds provided for this contract will be used to offset travel and meeting expenses associated with the project.

Vertrees/Patarozzi

**AGENDA ITEM II.F.1**

The Workforce Development Center has entered in to a contract with Align Production Systems to provide Vertical Downhill Progression Welding Certification to four employees. The testing will be held at the Align Production Systems facility in Decatur.

No action required as the contracts are included under the CMS Master Education Agreement or are Informational.

Vertrees/Patarozzi

## TRAINING CONTRACTS

| Contract Title | Brief Description | Contractor | LLCC Dept / Program | Contract Total | Term |
|---|---|---|---|---|---|
| ***Contracts as informational: items under the CMS Master Education Agreement*** | | | | | |
| January IDOT BOA | The Illinois Department of Transportation requested that the Capital City Training Center partner with Novatech to provide seven Microsoft classes during the month of January. Approximately 70 employees were trained in Springfield. | Illinois Department of Transportation | Capital City Training Center | $10,050 | January 2014 |
| February IDOT BOA | The Illinois Department of Transportation has requested that the Capital City Training Center partner with Novatech to hold nine Microsoft classes during the month of February. Approximately 90 employees will be trained in Springfield. | Illinois Department of Transportation | Capital City Training Center | $10,930 | February 2014 |
| ***Contracts as Informational: items under $5,000*** | | | | | |
| Fiber Optic Training – Computer Banc | The Workforce Development Center has entered into a contract with Computer Banc to provide Fiber Optic Training for eight to fifteen participants in their Male Involvement Program. The training will be held at the Workforce Careers Center in Springfield. | Computer Banc | Workforce Development Center | $1,500 | January 15, 17, 22, 2014 |
| OSHA 10 Training – Computer Banc | The Workforce Development Center has entered into a contract with Computer Banc to provide OSHA 10 General Industry Certification training to at least eight participants in their Male Involvement Program. The training will be held at the Capital City Training Center in Springfield. | Computer Banc | Workforce Development Center | $1,600 | January 21 & 23, 2014 |
| Curriculum Development Project | The Adult Education staff has been asked to participate in a project with the Central Illinois Adult Education Service Center at Western Illinois University to align adult secondary education curriculum to common core standards for state-wide use. The funds provided for this contract will be used to offset travel and meeting expenses associated with the project. | Central IL Adult Education Service Center | Adult Education | $500 | December 1, 2013 – June 15, 2014 |
| Vertical Downhill Progression Welding Certification | The Workforce Development Center has entered into a contract with Align Production Systems to provide Vertical Downhill Progression Certification to four employees. The testing will be held at the Align Production Systems facility in Decatur. | Align Production Systems | Workforce Development Center | $1,655 | January 31, 2014 |
| **TOTALS** | | | | **$26,235** | |

**AGENDA ITEM II.F.2**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren
President

**SUBJECT:** Tax Abatement

**DATE:** February 26, 2014

Attached you will find a resolution forwarded to me by Trustee Wesley requesting the abatement of taxes for a property in Hillsboro. Taxes on this property are delinquent for the years 2007 – 2012 and the owner has surrendered the property to the bankruptcy court. A buyer has been found for the property contingent upon abatement of back taxes. It is anticipated that the property will return to the tax rolls upon completion of the sale.

**MOTION: Move approval of the attached resolution abating taxes on the real estate commonly known as the Corner Block Building at 324 South Main Street, Hillsboro, Illinois.**

**AGENDA ITEM II.F.2**

# RESOLUTION TO ABATE TAXES

**Whereas,** the real estate located at 324 South Main Street, City of Hillsboro, Illinois, PIN 16-02-494-016, the property known as the "*Corner Block Building"* has not had the property taxes due and owing on it paid from 2007 through 2012; and

**Whereas,** the titled owner of said property is in bankruptcy and has tendered said property to the bankruptcy trustee who, in turn, has filed a Motion to Sell said real estate to a certain willing buyer who has tendered funds to the bankruptcy trustee to purchase said property; and

**Whereas,** the above sale will only take place if the accrued property taxes, penalties and interest due thereon are forgiven by the respective taxing bodies; and

**Whereas,** it is in the best interests of **Lincoln Land Community College** to forgive the taxes thereon in the interests of restoring the property to said potential buyer in bankruptcy, who will pay future taxes;

**Now, therefore, be it resolved by Lincoln Land Community College** that the taxes levied, extended and due and owing to the **Lincoln Land Community College** on PIN 16-02-494-016 for the years 2007 through 2012 are hereby waived and forgiven for the purposes of the sale of said property by the Bankruptcy Trustee to the Buyer who has tendered funds for said purchase.

Signed this 26th day of February, 2014

_____
Chair, Board of Trustees

ATTEST:

Signed to and sworn by Jerry Wesley, this 26th day of February, 2014

_____
Secretary, Board of Trustees

**AGENDA ITEM II.F.3**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren
President

**SUBJECT:** LYNC Phone System Implementation

**DATE:** February 26, 2014

Board approval is requested to contract Dell for LYNC Phone System Implementation. The project includes consulting and implementation services as well as the purchase of the necessary hardware. This project is the second of three phases to upgrade the LLCC phone system. Project proposals were requested from three vendors; two proposals were received. Dell's offering is the most sound and inclusive. Dell's contract is Firm Fixed Price (FFP). Any cost increase due to adverse performance is responsibility of the seller.

| | DELL | Oakwood SG | AOS |
|---|---|---|---|
| Deployment | $ 82,235.00* | $ 75,230.00** | N/A |
| Load Balancers | $ 3,367.99 | $ 3,367.99 | N/A |
| Gateway | $ 20,006.91 | $ 20,006.91 | N/A |
| Virtual Servers | $ 27,245.40 | $ 27,245.40 | N/A |
| Branch Servers | $ 21,652.62 | $ 21,652.62 | N/A |
| **Total** | **$154,507.92** | **$147,502.92** | N/A |

** Firm Fixed Price (FFP)*
*** Time and Materials (T&M)*

**Budget Impact:**

Total Funds Requested: $154,507.92
Source of Funds: FF&E
Projected Revenue: n/a
Projected Savings: $50,000/year

**Student Learning Impact:**

**How will proposed agenda item impact student learning?**
Upgrading the phone system will provide LLCC with a more reliable and flexible phone system to interact with students.

Cruz

**AGENDA ITEM II.F.3**

**How will proposed agenda item be measured?**
The reliability of the phone systems will be measured by down time experienced a year. The savings will be measured by analyzing telecommunication expenses a year.

**MOTION: Move to approve the contract with Dell for LYNC Phone System Implementation in the amount of $154,507.92 as part of the phone system upgrade project.**

Cruz

**AGENDA ITEM II.I.1**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren
President

**SUBJECT:** ICCB Funded Annual Project Status Report

**DATE:** February 26, 2014

Each January, the Illinois Community College Board (ICCB) requires each institution that has outstanding capital projects funded through ICCB to submit a Project Status Report. For every project that has been completed within the past year, a Statement of Final Construction Compliance Report is due. The Statement of Final Construction Compliance Report requires the signature of the overseeing Architect and/or Engineer and the Board. Over this past calendar year, the college has completed the following projects:

| Project Title | ICCB Project # |
|---|---|
| HVAC Upgrades – Capital City Training Center | 526-T-2049-1209 |
| Cass Gym Lighting Replacement | 526-T-2047-1209 |
| Roof Replacement – Cass Gym | 526-T-2143-1111 |
| Roof Replacement – Child Development Center | 526-TE-2145-1111 |
| Roof Replacement – Menard Hall | 526-T-2108-1110 |
| Workforce Careers Center | 526-L-0019-0909 |

Attached are the statements of Final Construction Compliance Reports for each of the above referenced projects.

**MOTION: Move to approve the Statement of Final Construction Compliance report to ICCB for the referenced projects.**

Vertrees/Garvey

**Protection, Health, and Safety Project**

**Statement of Final Construction Compliance**

**HVAC Upgrades – Capital City Training Center**
**ICCB Project Number: 526-T-2049-1209**

Name and address of architect/engineer providing the Statement of Final Construction Compliance:

MR. ASIF KADIANI
HANSON PROFESSIONAL SERVICES, INC.
1525 S. SIXTH ST.
SPRINGFIELD, IL 62703

Final cost of the project:

Approved Budget $523,520 Actual Cost $470,505.42

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

Asif Kadiani
Architect/Engineer's Signature

Sept 16, 2013
Date

062 - 047657
Illinois Registration or License Number

Seal

ASIF T. KADIANI
062-047657
REGISTERED
PROFESSIONAL
ENGINEER
OF
ILLINOIS

Approved by the Lincoln Land Community College Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

**Protection, Health, and Safety Project**

**Statement of Final Construction Compliance**

**Cass Gymnasium Lighting Replacement**
**ICCB Project Number: 526-T-2047-1209**

Name and address of architect/engineer providing the Statement of Final Construction Compliance:

RYAN D. NATION, ELECTRICAL ENGINEER
HANSON PROFESSIONAL SERVICES, INC.
1525 S. 6TH STREET
SPRINGFIELD, IL 62703

Final cost of the project: CASS GYMNASIUM LIGHTING REPLACEMENT

Approved Budget $121,302.00 Actual Cost $55,085.00

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

Ryan D. Nation
Architect/Engineer's Signature

1/28/2014
Date

062.055391
Illinois Registration or License Number

Seal

LICENSED PROFESSIONAL ENGINEER
RYAN D. NATION
062-055391
STATE OF ILLINOIS

Approved by the Lincoln Land Community College Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

**Protection, Health, and Safety Project**

**Statement of Final Construction Compliance**

**Project:** Roof Replacement – Cass Gym
**ICCB Project Number:** 526-T-2143-1111

Name and address of architect/engineer providing the Statement of Final Construction Compliance:

FWAI Architects Inc.
#1 NW Old Capitol Plaza
Springfield, IL 62701

Final cost of the project:

Approved Budget $588,846.00 Actual Cost $241,431.24

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

Alex P. Block
Architect/Engineer's Signature

20 SEPT 13
Date

001-019383
Illinois Registration or License Number

Seal

LICENSED ARCHITECT
ALEXANDER
PAUL BLOCK
001-019383
STATE OF ILLINOIS

Approved by the Lincoln Land Community College Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

**Protection, Health, and Safety Project**

**Statement of Final Construction Compliance**

**Project:** Roof Replacement – Child Development Center
**ICCB Project Number:** 526-TE-2145-1111

Name and address of architect/engineer providing the Statement of Final Construction Compliance:

FWAI Architects Inc.
#1 NW Old Capitol Plaza
Springfield, IL 62701

Final cost of the project:

Approved Budget $76,029.00 Actual Cost $54,669.10

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

Alexander P. Block
Architect/Engineer's Signature

20 SEPT 13
Date

001-019383
Illinois Registration or License Number

Seal

LICENSED ARCHITECT
ALEXANDER
PAUL BLOCK
001-019383
STATE OF ILLINOIS

Approved by the Lincoln Land Community College Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

**Protection, Health, and Safety Project**

**Statement of Final Construction Compliance**

**Project:** Roof Replacement – Menard Hall
**ICCB Project Number:** 526-T-2108-1110

Name and address of architect/engineer providing the Statement of Final Construction Compliance:

FWAI Architects Inc.
#1 NW Old Capitol Plaza
Springfield, IL 62701

Final cost of the project:

Approved Budget $1,072,344.00 Actual Cost $752,199.25

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

Alexa P. Block
Architect/Engineer's Signature

20 SEPT 13
Date

001-019383
Illinois Registration or License Number

Seal

LICENSED ARCHITECT
ALEXANDER
PAUL BLOCK
001-019383
STATE OF ILLINOIS

Approved by the Lincoln Land Community College Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

**Statement of Final Completion of State and Locally Funded Projects**

**Workforce Careers Center** **526-L-0019-0909**

Name and address of architect/engineer providing the Statement of Final Completion:

Dewberry Architects, Inc.
401 SW Water Street, Suite 701
Peoria, IL 61602

Final cost and scope of the project:

Approved Budget $26,100,000 Actual Cost $23,669,278.18

| | Approved Scope: | Actual Scope: |
|---|---|---|
| Classrooms | 8,352 | 8,352 |
| Laboratories | 41,788 | 41,788 |
| Offices | 4,674 | 4,674 |
| Study | 607 | 607 |
| Special Use | | |
| Support | 17,807 | 17,807 |
| Other | | |

I have reviewed the originally approved construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

Architect/Engineer's Signature

10/10/13
Date

Paul G. Reardon / 001.012616
Illinois Registration or License Number

Seal

LICENSED ARCHITECT
PAUL G. REARDON
001-012616
10/10/13
STATE OF ILLINOIS
EXP 11/30/14

District Official's Signature

Date

**AGENDA ITEM II.I.2**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren
President

**SUBJECT:** Main Campus Front Entrance Upgrades Change Orders – General Contractor

**DATE:** February 26, 2014

During the course of any construction project, modifications to the agreement are necessary due to undiscovered conditions, existing conditions, or requests from the owner and the recognition that in any set of contract documents there will be the necessity for clarification.

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

| RFP/CO# | Description | Cost |
|---|---|---|
| G 001 | Additional painting of structural steel | $847.82 |
| G 002 | Temporary LLCC signs at the entry | $413.80 |
| G 003 | Bollards at median | $4,967.20 |
| G 004 | Sign 2 out of sequence | $3,162.04 |
| G 005 | Delete prismatic reflectors | (-$1,331.79) |
| | | |
| | Total: | $8,059.07 |
| | | |
| Amount of project contingency: | | $48,845.20 |
| Less previously approved change orders: | | $0.00 |
| Less previously approved modifications: | | $8,000.00 |
| Change order(s) presented for ratification: | | $8,059.07 |
| Less other consultant fees/permits to date: | | $29,404.74 |
| Amount of contingency remaining: | | $3,381.39 |

**Budget Impact:**

Total Funds Requested: $8,059.07
Source of Funds: Debt Certificate/Funding Bond
Projected Revenue: n/a
Projected Savings: n/a

Vertrees/Garvey

**AGENDA ITEM II.I.2**

**Student Learning Impact:**

**How will proposed agenda item impact student learning?**

By improving the physical environment in which instruction, study and leisure activities take place.

**How will proposed agenda item be measured?**

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

**MOTION: Move to ratify the listed change order in the amount of $8,059.07 for the Main Campus Front Entrance Upgrades – General Contractor project as presented.**

Vertrees/Garvey

**AGENDA ITEM II.I.3**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren
President

**SUBJECT:** Main Campus Front Entrance Upgrades Change Orders – Electrical Contractor

**DATE:** February 26, 2014

During the course of any construction project, modifications to the agreement are necessary due to undiscovered conditions, existing conditions, or requests from the owner and the recognition that in any set of contract documents there will be the necessity for clarification.

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

| RFP/CO# | Description | Cost |
|---|---|---|
| E 001 | Delete pedestrian push buttons at north/south sidewalk | (3,178.27) |
| E 002 | Signs, 5/C cable, pavement striping | (10,221.43) |
| E 003 | Two "Yield on Yellow" signs | 640.00 |
| | | |
| | Total: | ($12,759.70) |
| | | |
| Amount of project contingency: | | $48,845.20 |
| Less previously approved change orders: | | $8,059.07 |
| Less previously approved modifications: | | $8,000.00 |
| Change order(s) presented for ratification: | | ($12,759.70) |
| Less other consultant fees/permits to date: | | $29,404.74 |
| Amount of contingency remaining: | | $16,141.09 |

**Budget Impact:**

Total Funds Requested: ($12,759.70)
Source of Funds: Debt Certificate/Funding Bond
Projected Revenue: n/a
Projected Savings: n/a

Vertrees/Garvey

**AGENDA ITEM II.I.3**

**Student Learning Impact:**

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

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

**MOTION: Move to ratify the listed change order in the deductive amount of ($12,759.70) for the Main Campus Front Entrance Upgrades - Electrical Contractor project as presented.**

Vertrees/Garvey

**AGENDA ITEM II.I.4**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren
President

**SUBJECT:** Main Campus Front Entrance Upgrades

**DATE:** February 26, 2014

As part of upgrading the front entryway to the campus, overhead utilities were removed and relocated by direct bore under the entryway. CWLP's cost for relocating their lines was estimated to be $135,795 and was included in the review of expenses presented to the Board at the April 26, 2012 meeting. We have received their invoice for the completed work and are presenting it tonight for your ratification.

**Budget Impact:**

| | |
|---|---|
| Total Funds Requested: | $135,795 |
| Source of Funds: | Debt Certificate/Funding Bond |
| Projected Revenue: | n/a |
| Projected Savings: | n/a |

**Student Learning Impact:**

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

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

**MOTION: Move to ratify the payment to CWLP for the relocation of utility lines in the amount of $135,795.**

Vertrees/Garvey

**AGENDA ITEM II.I.5**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren
President

**SUBJECT:** New Generation Plant Project Change Order

**DATE:** February 26, 2014

During the course of any construction project, modifications to the agreement are necessary due to undiscovered conditions, existing conditions, or requests from the owner and the recognition that in any set of contract documents there will be the necessity for clarification.

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

| RFP/CO# | Description | Cost |
|---|---|---|
| G 003 | Direct expenses related to Carrier, Inc. controls coordination site visit | $1,055.25 |
| | | |
| | | |
| | Total: | $1,055.25 |
| | | |
| Amount of project contingency: | | $27,565.00 |
| Less previously approved change orders: | | $1,348.80 |
| Less previously approved modifications: | | $2,500.00 |
| Change orders presented for ratification: | | $1,055.25 |
| Less other consultant fees/permits to date: | | $10,674.60 |
| Amount of contingency remaining: | | $11,986.35 |

**Budget Impact:**

Total Funds Requested: $1,055.25
Source of Funds: PHS
Projected Revenue: n/a
Projected Savings: n/a

Vertrees/Garvey

**AGENDA ITEM II.I.5**

**Student Learning Impact:**

**How will proposed agenda item impact student learning?**

By improving the physical environment in which instruction, study and leisure activities take place.

**How will proposed agenda item be measured?**

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

**MOTION: Move to ratify the listed change order in the amount of $1,055.25 for the New Generation Plant project as presented.**

Vertrees/Garvey

**AGENDA ITEM II.I.6**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren
President

**SUBJECT:** Selection of Architectural Firm for Taylorville PHS Code Compliance Renovation Project

**DATE:** February 26, 2014

In October, the Board approved the submittal of a project to the Illinois Community College Board (ICCB) which would upgrade the original facility at the Taylorville campus. The ICCB approved the project on the November 5, 2013. We are recommending that John Shafer & Associates, Inc. be selected to provide design and engineering services for the project. They were the firm who designed the new facility at Taylorville and are well suited to provide a design that will compliment the new building. They are proposing a fee of $143,738 to provide these services, which is well within the fee structure range for a project of this scope and was the approved amount in our submittal to the ICCB.

**Budget Impact:**

| | |
|---|---|
| Total Funds Requested: | $143,738 |
| Source of Funds: | PHS Levy |
| Projected Revenue: | n/a |
| Projected Savings: | n/a |

**Student Learning Impact:**

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

**How will proposed agenda item be measured?** n/a

**MOTION: Move to accept the proposal from John Shafer & Associates, Inc. in the amount of $143,738 to provide design services for the Taylorville Code Compliance Renovation Project.**

Vertrees/Garvey

# *III. Action Agenda*

**AGENDA ITEM III.B.1**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren
President

**SUBJECT:** Sabbatical Leave Recommendation for 2014-2015

**DATE:** February 26, 2014

Four (4) faculty members submitted a sabbatical leave request for the 2014-2015 Academic Year. The Sabbatical Leave Committee, composed of tenured faculty members, reviewed the requests and forwarded their review and comments.

The following sabbatical leave request for the 2014-2015 Academic Year is submitted for your approval.

**Jason Dockter, Professor of English,** requests a sabbatical leave for the Fall 2014 semester. Jason has been enrolled in an English Studies Ph.D. program through Illinois State University since the spring of 2007. Three specific goals make up his sabbatical proposal: (1) complete necessary data collection and interpretation; (2) complete necessary research and background readings; and (3) continue writing his dissertation with a goal of completion set at spring 2015. Jason's students have already benefitted from his doctoral studies through the revisions he has made to his teaching, in particular his online teaching. His students will continue to benefit from improvements and revisions based upon the results he determines from his study. Additionally, the college community will benefit from Jason's proposed sabbatical through his consultative and mentoring role with LLCC's Instructional Technology and Distance Education unit. Jason plans to share his knowledge of online learning and teaching through general teaching workshops and the New Online Faculty and Project Redesign workshops.

**MOTION: Move to approve the sabbatical leave for Jason Dockter for Fall Semester 2014.**

Tepatti

**AGENDA ITEM III.B.2**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren
President

**SUBJECT:** Summary of Changes for 2014-16 Catalog Addendum

**DATE:** February 26, 2014

An executive summary of substantive changes for the 2014-2016 College catalog is included as a separate attachment. If you wish to review the full text of the college catalog, we will provide a copy for you. We are asking that tonight you approve the 2014-2016 College catalog addendum.

**Budget Impact:**

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

**Student Learning Impact:**

**How will proposed agenda item impact student learning?**
Students will be given information regarding how programs and courses have been changed.

**How will proposed agenda item be measured?**
Student reaction to the layout revisions will be sought.

**MOTION: Move to approve the 2014-2016 College catalog addendum.**

Tepatti/Guthals-Carrier

**AGENDA ITEM III.D.1**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren
President

**SUBJECT:** Variable Tuition Rates

**DATE:** February 26, 2014

Procedures under Board Policy 5.14, Tuition and Fee Rates, allow for tuition and fees to be assessed for specific courses and special services. In 2007 the LLCC Board of Trustees adopted a variable tuition rate for current programs with high costs of delivery. Accordingly, the following additional per credit hour variable tuition amounts are proposed. These amounts are in addition to the standard tuition rate.

**Variable Tuition Rates**
The following programs typically have a high cost of delivery and the current cost of delivery outweigh the revenue the programs are able to generate. Based on review of current program costs, and in order to maintain quality and currency in programs, we are proposing the following variable tuition rate adjustments.

For the following two courses, we are proposing to phase-in a variable tuition rate beginning Fall 2014. The Fall 2014 rate will be applied at 1.25 times the standard tuition rate and increase to 1.5 beginning Fall 2015. The amounts listed in the table below represent the variable amount and will be added to the standard tuition rate.

| Course | Current Variable Amount | Proposed Fall 2014 Variable Amount |
|---|---|---|
| All AUT sections except 210 (Automotive Technology) | $0 | $25.75 |
| All BDM (Building Maintenance) | $0 | $25.75 |

Vertrees /Tepatti/Longhta

For the following courses, we are proposing a variable tuition rate of 1.5 times the standard tuition rate be applied to the following courses beginning fall 2014. The amounts listed in the table below represent the variable amount and will be added to the standard tuition rate.

| Course | Current Variable Amount | Proposed Fall 2014 Variable Amount |
|---|---|---|
| All WEL sections except 102 (Welding) | $25.00 | $51.75 |
| All ARH sections except 210 (Air Conditioning, Refrigeration & Heating) | $25.00 | $51.75 |
| All AUB (Auto Body Repair) | $25.00 | $51.75 |
| All ELM sections (Electrical Maintenance) | $25.00 | $51.75 |
| All CLA except 100(Culinary) | $30.00 | $51.75 |

A review of the Aviation program was also conducted. Aviation has additional costs, such as rent and utilities, which contribute to the high cost of delivery for this program. Expenditures have consistently exceeded the revenues generated in this program. Based on our review, it is proposed that a phased-in variable tuition rate be applied to all Aviation classes beginning fall 2014. The fall 2014 rate will be applied at 2.25 times the standard tuition rate and increase to 2.5 beginning fall 2015. The amounts listed in the table below represent the variable amount and will be added to the standard tuition rate.

| Course | Current Variable Amount | Proposed Fall 2014 Variable Amount |
|---|---|---|
| All AVI (Aviation) | $100.00 | $129.25 |

Along with the above proposed variable tuition rates, we have reviewed the online instructional classes. Additional College resources must be maintained to provide quality distance learning opportunities. We are proposing an increase in the variable tuition rate for all OL, HY, and OE (online and distance education) classes of 1.3 times the standard tuition rate. The amounts listed in the table below represent the variable amount per credit hour and will be added to the standard tuition rate.

| Course | Current Variable Amount | Proposed Fall 2014 Variable Amount |
|---|---|---|
| OL, HY, OE (On-line, Hybrid, Open Entry) | $18.00 | $31.00 |

**AGENDA ITEM III.D.1**

The fee structure for private applied music is dictated by the cost of one-on-one instruction. Classes are typically either one or two credit hour classes. Classes may be repeated as many times as desired. The amounts listed in the table below represent the variable amount and will be added to the standard tuition rate beginning fall 2014.

| **Course** | **Current Variable Amount** | **Proposed fall 2014 Variable Amount** |
|---|---|---|
| All sections Private Applied Music (MUS 131,132,133, 231, 232, 233) | $200 | $250 |

**MOTION: Move to extend a phased-in variable tuition rate for BDM, AUT and AVI beginning with the Fall 2014 semester. Move to increase the variable tuition rate for ARH, AUB, CLA, ELM, MUS, WEL, OL, OE and HY classes as proposed, beginning with the Fall 2014 semester.**

Vertrees /Tepatti/Longhta

## *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:** February 26, 2014

**POSITION VACANCIES**

***Classified***
Information Technology Specialist (FT)

***Professional***
Academic Success Professional (FT)

***Administrative***
Vice President, Administrative Services (FT)

***Faculty***
Biology Instructor (FT)
English Instructor (2) (FT)
Journalism/Humanities Instructor (FT)

**RETIREMENTS**

| | | |
|---|---|---|
| Grace Carriker | Academic Success Professional (PT) | 07/31/14 |

**HIRES**

***Classified***

| | | |
|---|---|---|
| Jaime Howse | Specialty Merchandise Technician (FT) | 02/17/14 |

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

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren
President

**SUBJECT:** Construction Progress Update

**DATE:** February 26, 2014

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.

**Boiler Replacement**
We have begun planning for the replacement of 8 boilers in the Physical Plant of Sangamon Hall.

**Front Entry Improvements**
The project is substantially complete. There are some landscaping improvements left to be completed in the Spring.

**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.

**PHS Projects – FY'13**

**Menard Remediation**
The project is underway.

Vertrees/Garvey

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

**Masonry Repairs to Sangamon, Menard and Cass**

The contract documents are complete. The pre-bid meeting was held on February 20.

**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 January 31, 2014

| 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| FY2011 PHS | 70921 | Campus Boulevard Lighting Replacement | L | 100,876.00 | 10,465.00 | - | 10,465.00 | - | 917.00 | 9,548.00 | 91.24% |
| | 70923 | Variable Frequency Drive Units | L | 204,571.00 | 21,017.00 | - | 21,017.00 | - | 18,215.32 | 2,801.68 | 13.33% |
| | 70924 | Sangamon Hall Air Handler Replacement | L | 186,682.00 | 153,083.00 | - | 153,083.00 | - | 143,970.17 | 9,112.83 | 5.95% |
| **FY2011 PHS Total** | | | | **492,129.00** | **184,565.00** | **-** | **184,565.00** | **-** | **163,102.49** | **21,462.51** | **11.63%** |
| FY2012 PHS | 70925 | Generation Plant | L | 728,354.00 | 831,688.00 | (180,046.95) | 651,641.05 | - | 632,126.57 | 19,514.48 | 2.99% |
| **FY2012 PHS Total** | | | | **728,354.00** | **831,688.00** | **(180,046.95)** | **651,641.05** | **-** | **632,126.57** | **19,514.48** | **2.99%** |
| FY2013 PHS | 70928 | Cass Gym Bleacher Replacement | L | 339,000.00 | 244,100.00 | 4,827.22 | 248,927.22 | | 223,928.23 | 24,998.99 | 10.04% |
| | 70929 | Menard Hall Subsurface Settlement | L | 435,520.00 | 292,000.00 | | 292,000.00 | | 190,757.77 | 101,242.23 | 34.67% |
| **FY2013 PHS Total** | | | | **774,520.00** | **536,100.00** | **4,827.22** | **540,927.22** | | **414,686.00** | **126,241.22** | **23.34%** |
| Infrastructure Fee | 73905 | Theatre Renovations | S,L | 20,000.00 | 20,000.00 | | 20,000.00 | | 13,423.53 | 6,576.47 | 32.88% |
| | 73906 | Infrastructure Metal Building | L | 67,500.00 | 67,500.00 | | 67,500.00 | | 21,469.05 | 46,030.95 | 68.19% |
| | 73907 | Menard Hall Carpet Replacement | L | 100,000.00 | 100,000.00 | | 100,000.00 | | 23,621.00 | 76,379.00 | 76.38% |
| | 73909 | CDB SGMN MNRD CASS Masonry Repairs | (blank) | 901,600.00 | | | - | | | - | 0.00% |
| **Infrastructure Fee Total** | | | | **1,089,100.00** | **187,500.00** | | **187,500.00** | | **58,513.58** | **128,986.42** | **68.79%** |
| Funding Bonds | 77902 | Athletic Field Drainage Improvements | L | 662,000.00 | 646,674.00 | 15,228.00 | 661,902.00 | | 659,869.60 | 2,032.40 | 0.31% |
| | 77903 | Front Entry Improvements | L | 720,000.00 | 532,627.00 | 3,299.37 | 535,926.37 | | 525,359.11 | 10,567.26 | 1.97% |
| | 77905 | Parking Lot Striping & Resurfacing | L | 402,000.00 | 362,676.00 | 6,159.05 | 368,835.05 | | 344,822.20 | 24,012.85 | 6.51% |
| **Funding Bonds Total** | | | | **1,784,000.00** | **1,541,977.00** | **24,686.42** | **1,566,663.42** | | **1,530,050.91** | **36,612.51** | **2.34%** |
| 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%** |
| **Grand Total** | | | | **17,327,103.00** | **3,281,830.00** | **(150,533.31)** | **3,131,296.69** | **-** | **2,798,479.55** | **332,817.14** | **10.63%** |

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

| MARCH 2014 | APRIL 2014 | MAY 2014 | JUNE 2014 |
|---|---|---|---|
| • Administrative Contracts<br>• Off-Campus Board Meeting – Beardstown Campus 3/26/14 | • FY'15 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 5/03/14<br>• Adult Ed Recognition Ceremony<br>• Commencement 5/16/14<br>• Board Meeting 5/28/14 | • Summer Adjunct Faculty Listing<br>• Budget Workshop<br>• Board Meeting 6/25/14 |
| **JULY 2014** | **AUGUST 2014** | **SEPTEMBER 2014** | **OCTOBER 2014** |
| • FY'15 Tentative Budget<br>• Board Meeting 7/23/14 | • Board Meeting 8/27/14 | • Budget Adoption/Public Hearing<br>• Mid-Year Tenure Listing<br>• Annual Board Evaluation<br>• Board Meeting 9/24/14 | • Financial Audit Review<br>• PHS Projects<br>• Board Meeting 10/22/14 |
| **NOVEMBER 2014** | **DECEMBER 2014** | **JANUARY 2015** | **FEBRUARY 2015** |
| • Board Meeting 11/19/14 | • Adopt CY'14 Property Tax Levy<br>• Board Meeting 12/17/14 | • Board Meeting 1/28/15 | • Sabbatical Leaves<br>• Faculty Contracts and Position Listing<br>• Tenure Listing<br>• Catalog Review and Adoption<br>• Board Meeting 2/25/15 |

# *V. Strategic Discussion*

**AGENDA ITEM V.A**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren
President

**SUJECT:** Informational Presentation Regarding Goal 2 – Financial Strength and Goal 3 – Economic Responsiveness

**DATE:** February 26, 2014

Mr. Rich Vertrees, Vice President of Administrative Services, will be presenting Goal 2 – Financial Strength and Ms. Lesley Frederick, Vice President of Student Services, will be presenting Goal 3 – Economic Responsiveness. The presentations will focus on the key performance indicators and the College's strategic planning dashboard.