LLCC
Board of Trustees
Regular Meeting
July 23, 2014

Justin Reichert, Chair

Craig Findley, Vice Chair

Jerry Wesley, Secretary

Jeff Fulgenzi

Kent Gray

Wayne Rosenthal

Dennis Shackelford

Jefferson Gentry, Student Trustee

Charlotte Warren, President

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

AGENDA
REGULAR MEETING

Wednesday, July 23, 2014
5:00 P.M.
Lincoln Land Community College
Robert H. Stephens Room

I. Preliminary Matters

A. Roll Call
B. Pledge of Allegiance
C. Adoption of Agenda of the July 23, 2014 Meeting
D. Introductions and Recognitions
E. Hearing of Citizens

II. Consent Agenda

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I. Preliminary Matters

II. Consent Agenda

AGENDA ITEM II.A

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

The regular meeting of the Board of Trustees of Lincoln Land Community College, Illinois Community College District #526 was held on Wednesday, June 25, 2014 at 5:08 p.m. in the Robert H. Stephens Room of the main campus with Chairman Reichert presiding

.

I. Preliminary Matters

A. Roll Call

Members present were Mr. Findley, Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi and Mr. Reichert. Mr. Gray joined the meeting in progress. Mr. Gentry and Mr. Shackelford were absent.

B. Pledge of Allegiance

Chairman Reichert led the audience in the pledge of allegiance.

C. Adoption of Agenda of the June 25, 2014 Meeting

MOTION NO. 06-25-14-1:

Mr. Findley moved to adopt the agenda of the June 25, 2014 meeting. Mr. Fulgenzi seconded.

Those members voting aye were Mr. Findley, Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi and Mr. Reichert. PASSED

D. Introductions and Recognitions - None

E. Hearing of Citizens - None

AGENDA ITEM II.A

II. Consent Agenda

MOTION NO. 06-25-14-2:

Mr. Rosenthal moved to:

- approve the minutes of the Regular Meeting of May 28, 2014;
- ratify payment of weekly checks issued during May 2014 and ratify, subject to audit, the May 31, 2014 Treasurer's Report;
- approve ratification of out-of-state travel for the attached list of individuals;
- approve out-of-state travel for the attached list of employees;
- approve the attached resolution establishing the prevailing rate of wages for construction work completed at Lincoln Land Community College;
- approve the specific stop-loss policy for FY 2015 proposed by Sun Life at an annual cost of $481,683;
- approve the attached resolution authorizing a transfer of up to $3,500,000 from the Working Cash Fund to the Education and Operations and Maintenance Funds;
- approve the attached resolution transferring interest income from the Working Cash Fund to the Operating Funds;
- approve the establishment of blanket purchase orders for the purchase of textbooks, supplies, shipping, and software maintenance agreements from the listed vendors;
- approve the purchase of storeroom envelopes and paper from the lowest responsible bidders at prices indicated and specified in Invitation to Bid #FY2015-2, at total estimated cost of $37,594.65;
- ratify the contract with Central Management Services and Healthcare and Family Services in the amount of $11,400; ratify the contract with the Illinois Department of Revenue in the amount of $41,952; approve the Clinical Site Agreements with The Villas Senior Care Community, St. Mary's Hospital, and Advanced health Care Services;
- approve the Fiscal year 2015 Professional Service Contract for Eric Grenzebach – Legal Services, not to exceed $175,000;
- ratify the Sangamon County Community Resources Block Grant in the amount of $44,143; ratify the FY2015 Carl D. Perkins Postsecondary Career and Technical Education Grant in the amount of $293,979; ratify the Memorandum of Understanding for the Illinois Health Education Leadership Alliance Grant in the amount of $1,151,364; approve the Memorandum of Understanding for the Accelerate Illinois Grant in the amount of $711,000; approve the Memorandum of Understanding for the Growing the Illinois Bio-Economy Grant in the amount of $750,000; approve the Memorandum of Understanding for the Central Illinois

Regional Center of Excellence for Secure Software Grant in the amount of $303,000; approve the application for the Springfield Food Business Accelerator Grant in the amount of $2,500,000;

- enter into a five-year lease agreement with Direct Fitness for cardiovascular equipment for the Fitness Center with an annual cost of $15,538 in accordance with the terms, conditions and specifications of Request for Proposal #FY2015-1; and
- accept a proposal from GHR Engineers and Associates, Inc. in the amount of $75,160 to provide design services for the Sangamon Hall Boiler Replacement project.

Mr. Wesley seconded.

Those members voting aye were Mr. Findley, Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi 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

1. FY 2016 Capital Budget Request

Request is made to submit a prioritized project listing for State funding, which reflects the updated LLCC Facilities Master Plan approved by the Board of Trustees in May 2014.

MOTION NO. 06-25-14-3:

Mr. Findley moved to authorize the request for state funding for Fiscal year 2016 of the projects defined herein. Mr. Rosenthal seconded.

Those members voting aye were Mr. Findley, Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi and Mr. Reichert. PASSED

E. Information Technology Systems Items - None

F. Workforce Development and Community Education Items – None

G. Executive Division Items - None

IV. <u>Information Items</u>

A. Staff Reports

1. Academic Services - None

2. Student Services – None

3. Administrative Services - None

a. Position Vacancies and Hires

Dr. Warren noted it appears LLCC has reached the end of the surge of retirements brought on by the SURS pension reform. This report includes a few new hires and one Job Description Questionnaire (JDQ) Review.

b. Construction Progress Update

All projects defined in this item continue to move forward.

c. Establishment of Trust Account for Capital Renewal Project for Masonry Repairs

Information is provided to the Board of Trustees regarding the establishment of a new Trust Account for the Capital Renewal Project for Masonry Repairs. This Trust Account establishment is a requirement of the Capital Development Board.

d. Monthly Financial Report - None

4. Information Technology Systems – None

5. Workforce Development and Community Education - None

6. Executive Division - None

a. Review of Agenda Master Calendar

A Budget Workshop will be conducted immediately following tonight's Board of Trustees meeting. The Tentative Fiscal Year 2015 Budget will be placed on file for public review at the July 2014 Board of Trustees meeting.

B. President's Report

LLCC's Summer session is well underway. Dr. Warren reported a large amount of time has been spent on budget planning, closely reviewing all vacancies and conducting some departmental reorganization.

Active recruitment is ongoing, including Campus Visit Day held on June 17. Approximately 200 prospective students and family members attended the evening program.

The LLCC Culinary Institute has had a busy month, hosting the Illinois State Fair Wine Competition and the Illinois Army National Guard Cooking School.

The first session of College for Kids began at LLCC's Jacksonville campus with the main campus classes scheduled to begin in July. A total of 551 students are currently registered, from both campuses, with main campus registrations still being accepted.

The Illinois Community College Presidents' Council and the Illinois Community College Trustees Association met in June, reviewing recent legislative action affecting community colleges. National agenda items were also discussed, including proposed Gainful Employment Regulations. ICCB Director, Dr. Hunter-Anderson estimates it will cost Illinois community colleges approximately $5 million to implement these proposed regulations and has shared this concern with legislative leaders.

LLCC received good news from Senator Manar. He has able to allocate $68,000 in next year's State budget for LLCC Veterans Grant and has provided an additional $41,666 to LLCC for this year's Veterans Grants.

Dr. Warren continues to work with legislators, the Illinois Veteran's Affairs department and ISAC on a State tuition waiver for Veteran's Grants. She met with Lieutenant Governor Sheila Simon, discussing this issue. The Lieutenant Governor offered to contact ISAC to encourage moving forward with the State waiver.

LLCC's academic calendar will be modified for the Fall 2014 semester, swapping the dates of Professional Development Day and Institutional Development Day which will allow LLCC to hold campus-wide AQIP Strategy Planning Forums. Representatives

from the Higher Learning Commission will be on campus to conduct these Forums which are a new piece of LLCC's accreditation process.

LLCC Dental Assistant students, taking classes at the Capital City Training Center, volunteered to assist with the free "Dentistry from the Heart" event held at Advanced Dental Care on June 13.

An Adjunct Faculty fair will be held on the main campus on June 30.

LLCC Healthcare students and several staff members will participate in a Medical Jobs Forum on June 30 at the Union Baptist Church, with approximately 200 participants expected to attend.

LLCC Pitcher Ridge Ackerman was named to the NJCAA Division II All-American Team.

The LLCC Murray Gallery will feature the Annual Membership Show of the Illinois Prairie Pastel Society through July 29.

Dr. Warren and Trustees discussed a conflict with the established October Board of Trustees meeting date and the American Association of Community College's (ACCT) Leadership Congress. Consensus was reached to move the October 2014 Board of Trustees meeting up one calendar day, to meet on Tuesday, October 21, 2014 at 5 p.m. in the Robert H. Stephens Room on LLCC's main campus.

Mr. Gray joined the meeting at 5:22 p.m.

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*

Trustee Wesley attended the June Illinois Community College Trustees Association (ICCTA) meeting reporting the main emphasis and discussion focused on completion

issues. He indicated they also received a Summary Report on Community College Board of Trustees' perspective and impact. Mr. Wesley suggested this would be good information for the LLCC Board of Trustees to review at their next Board Retreat. Mr. Wesley stated the Fall Association of Community College Trustees Leadership Congress will be in Chicago and considering its close proximity, encouraged all fellow Board members to attend.

J. Foundation Report - None

K. Other Board Members' Reports

Trustee Rosenthal reported he attended the 7th Annual Brian McMillen Memorial Run/Walk on May 24, which continues to grow, providing funds in support of the LLCC Brian McMillen Veterans Scholarship and other charities. Mr. Rosenthal stated that as a State Representative, he continues to work on funding for the Veteran's Affairs waivers and to highlight this issue with his fellow legislators.

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

VI. <u>Executive Session</u>

MOTION NO. 06-25-14-4:

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

Those members voting aye were Mr. Gray, Mr. Findley, Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi and Mr. Reichert. PASSED

MOTION NO. 06-25-14-5:

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

Those members voting aye were Mr. Gray, Mr. Findley, Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi and Mr. Reichert. PASSED

AGENDA ITEM II.A

VII. Actions from Executive Session

MOTION NO. 06-25-14-6:

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

Those members voting aye were Mr. Gray, Mr. Findley, Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi and Mr. Reichert. PASSED

VIII. Adjournment

MOTION NO. 06-25-14-7:

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

Those members voting aye were Mr. Gray, Mr. Findley, Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi and Mr. Reichert. PASSED

The meeting adjourned at 5:56 p.m.

_____
Chairman Reichert

_____
Secretary Wesley

AGENDA ITEM II.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Out-of-State Travel

DATE: June 25, 2014

Name	Meeting	Location	Account	Amount
Allen, Carmen	Future Insight Symposium-Competency Based Education	Traverse City, MI	Faculty Development	$663
Gentry, Brad	Managing Within Your Budget	Louisville, KY	Administrative	$1,925
Howerter, Wendy	Future Insight Symposium-Competency Based Education	Traverse City, MI	Administrative	$663
Maskey, Cynthia	National Organization Associate Degree Nursing Board Meeting	Jacksonville, FL	Paid by National Organization for Associate Degree Nursing	$0
Tepatti, Eileen	Future Insight Symposium-Competency Based Education	Traverse City, MI	Administrative	$713

AGENDA ITEM II.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratification of Out-of-State Travel

DATE: June 25, 2014

Name	Meeting	Location	Date	Account	Amount
Marsaglia, John & Women's Softball Team (Approx. 19 Students)	Softball District Tournament	Hendersonville, TN	May 8-10, 2014	Team Travel	$2,472
Marsaglia, John & Women's Softball Team (Approx. 19 Students)	Softball Trip to Nationals	Clinton, MS	May 12-17, 2014	Team Travel	$4,516
Maskey, Cynthia	Accreditation Commission for Education in Nursing Evaluation Review Panel	Atlanta, GA	June 1-3, 2014	Paid by Accreditation Commission for Education in Nursing	$0
Riggle, Ron & Men's Baseball Team (Approx. 24 Students)	Baseball World Series	Enid, OK	May 22-31, 2014	Team Travel	$11,364

AGENDA ITEM II.A

RESOLUTION REGARDING PREVAILING WAGE RATE FOR CONSTRUCTION WORK AT DISTRICT FACILITIES PURSUANT TO THE REQUIREMENTS OF THE ILLINOIS PREVAILING WAGE ACT

WHEREAS, Lincoln Land Community College (the "District") is subject to the Illinois Prevailing Wage Act (the "Act"); Chapter 820 ILCS 130/1-12, Illinois Compiled Statutes and

WHEREAS, the District is engaged in construction work as defined in the Act; and

WHEREAS, the Act authorizes the District to adopt the prevailing rate of wages as determined by the Illinois Department of Labor ("IDOL") for the county in which the District is located.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The District adopts the definitions and shall comply with the requirements as set forth in the Act for all public works projects undertaken by the District.

2 The prevailing rate of wages for all such public works shall be the rate as determined by the IDOL as of June of the current year and posted on the IDOL website under All Prevailing Wage Rates from time to time.

3. The District's construction management office, 5250 Shepherd Road, Springfield, Illinois, shall publicly post or keep available for inspection this determination of prevailing wage rates.

4. The District shall (a) promptly file a certified copy of this Resolution with the Index Division of the Secretary of State and IDOL and shall cause notice hereof to be published in a newspaper of general circulation in the area of the District, (b) promptly mail a copy of this determination to any party who has or shall request a copy, and (c) otherwise perform in accordance with the requirements of the Act.

Approved this 25th day of June, 2014.

_____
Chair

Witness:_____
Secretary

AGENDA ITEM II.A

RESOLUTION AUTHORIZING THE TRANSFER OF WORKING CASH FUND MONIES

WHEREAS, the Board of Trustees of Community College District No. 526, Counties of Bond, Cass, Christian, DeWitt, Fayette, Greene, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Sangamon, Scott and State of Illinois has issued and sold working cash fund bonds and the proceeds thereof have been deposited in a Working Cash Fund; and

WHEREAS, it is proposed to transfer $3,500,000 from the Working Cash Fund of said District to the Education Fund and Operation and Maintenance Fund of said District in anticipation of the FY 2014 fourth quarter apportionment, grant payments, and 2013 property taxes for such Educational Purposes Fund; and

WHEREAS, the proposed transfer will be reimbursed from such monies the entire amount of which it is estimated will be $25,324,279 for 2013; and

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

NOW, THEREFORE BE IT RESOLVED, that the Treasurer of this District is hereby directed to transfer from the Working Cash Fund up to $3,000,000 to the Educational Fund and $500,000 to the Operations and Maintenance Fund as such monies become necessary to meet the ordinary and necessary disbursements of such Educational Purposes Fund.

Dated this 25th day of June, 2014

Signature _____
(Board Chair)

Witness _____
(Board Secretary)

AGENDA ITEM II.A

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

WHEREAS, the Board of Trustees of Community College District No. 526, Counties of Bond, Cass, Christian, DeWitt, Fayette, Greene, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Sangamon, Scott and State of Illinois has issued and sold working cash fund bonds and the proceeds thereof have been deposited in a Working Cash Fund; and

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

WHEREAS, the amount of interest earned July 1, 2013 through June 30, 2014 from the investment of said Working Cash Fund; and

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

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

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

Approved and dated this 25th day of June, 2014

Signature: _____
(Board Chair)

Witness: _____
(Board Secretary)

AGENDA ITEM II.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Employment Recommendations

DATE: June 25, 2014

We recommend the following personnel actions:

ADMINISTRATIVE

A. Resignations

NAME	POSITION	DEPARTMENT	EFFECTIVE DATE
Cynthia Reese	Associate Dean, Nursing	Health Professions	07/25/14
Jared Wellman	Director, Library Technical Services & Electronic Resources	Library	07/17/14

B. Approve a 10% increase to the salary of Dee Tarter, Administrative Assistant, who will assume additional responsibilities in the absence of a Director at LLCC-Litchfield. This increase will be effective June 16, 2014 and will continue until the vacancy is filled.

C. Approve the employment of Mr. Tim Humphrey as Dean, Arts & Humanities. Mr. Humphrey earned a Master of Arts in Education with emphasis in Political Science and History from Murray State University and a BA in Political Science. He has taught at LLCC as a Professor of Education since 2003. His employment will be effective July 1, 2014 and placement will be on salary grade O. A copy of Mr. Humphrey's vitae is attached.

AGENDA ITEM II.A

PART-TIME STAFFING
On & Off Campus
2014 Summer Semester

Name	Class Section	Class Section Title
Al-Basha, Sam	MAT-094-51	Developmental Int. Algebra I
Al-Basha, Sam	MAT-096-51	Developmental Int. Algebra II
Al-Basha, Sam	MAT-092-50M	Developmental Beg Algebra II
Allen, Jason	BIO-101-04	General Biology
Armour, Gary	BIO-220-30	Microbiology
Armour, Gary	BIO-220-50	Microbiology
Badgley, Lori	RCP-230-X01	Adv. Resp. Care Practices & Proc. III
Badgley, Lori	RCP-239-X01	Clinical Practice III
Berryman, Kenneth	PHI-205-01	Ethics: Morality & Contemporary Values
Bixby, Ruth	HLT-100-50	Occupation Throughout the Life
Broderick, Victor	PSY-101-50	Introduction to Psychology
Butcher, Mark	MAT-088-T01	Developmental Beg Algebra I
Butcher, Mark	GEO-101-T01	Physical Geology
Capps, Nicole	CHE-100-T01	Contemporary Chemistry
Carter, Kenneth	CMN-101-02	Public Speaking Fundamentals
Carter, Kenneth	CMN-101-03	Public Speaking Fundamentals
Chernowsky, Amy	CSS-100-OL	College Success Skills
Cockerill, Linda	NAS-101-J01	Basic Nurse Assistant
Coderko, Maria	MAT-141-OL2	Introductory Statistics
Coderko, Maria	MAT-104-OL1	General Education Mathematics
Collins, Todd	MAT-141-50	Introductory Statistics
Covey, James	BIO-175-01	Human Anatomy & Physiology I
Cox, Cody	MAT-096-T30	Developmental Int. Algebra II
Cox, Cody	MAT-104-01	General Education Mathematics
Cragoe, William	MAT-141-02	Introductory Statistics
Curry, Mary	MCS-110-50	Health Information Management
Dahlkamp, Carrianne	MCS-125-50	Anatomy and Physiology for Coders
Dahlkamp, Carrianne	MCS-251-X01	Certificate Internship
Davis, Monique	CMN-101-CIS1	Public Speaking Fundamentals
Davis, Monique	CMN-101-CIS2	Public Speaking Fundamentals
Deabenderfer, Ronald	EGL-101-L01	Composition I
Dhabalt, Daniel	ESS-112-01	Physical Conditioning
Dhabalt, Daniel	ESS-112-02	Physical Conditioning

Dickey, Ashley	ART-101-01	Art Appreciation
Disney, Floyd	CMN-101-01	Public Speaking Fundamentals
Disney, Floyd	CMN-101-J01	Public Speaking Fundamentals
Doyle, Rodney	SOC-101-B01	Introduction to Sociology
Durbin, Rebecca	NAS-101-50	Basic Nurse Assistant
Durham, Deborah	HSP-116-50	Nutrition for Food Service Program
Durham, Deborah	HLT-207-50	Human Nutrition
Durocher, Ryan	BIO-175-50	Human Anatomy & Physiology I
Ebbing, Scott	MAT-094-OL2	Developmental Int. Algebra I
Ebbing, Scott	MAT-093-OL	Developmental Geometry
Ebbing, Scott	MAT-096-OL2	Developmental Int. Algebra II
Elliott, Tiffany-Anne	EGL-099-02	Basic Writing Skills
Elliott, Tiffany-Anne	EGL-099-04	Basic Writing Skills
Endris, Kelle	NAS-101-T01	Basic Nurse Assistant
Ezeokonkwo, Francesca	PCN-103-H01	Practical Nursing III
Ferreira, Nick	EMS-203-51	Paramedic - Specialized Care
Freml, John	HUM-102-OL	Intro to Women's Studies
Friend, Duane	GEG-201-J50	Intro to Weather and Climate
Furman, Carolyn	EGL-101-02	Composition I
Garmon, Mark	BIO-220-L50	Microbiology
Guerrero, Andrea	EGL-099-51	Basic Writing Skills
Happe-Shelton, Dorothy	BIO-101-J01	General Biology
Harris, Mark	WEL-101-50	Basic Metal Arc & Oxy Welding
Haverback, Stephanie	MAT-081-B01	Developmental Arithmetic I
Haverback, Stephanie	MAT-082-B01	Develop Arithmetic II & Prealgebra
Hayes, Richard	PSY-101-L50	Introduction to Psychology
Huddleston, Keith	PSY-101-02	Introduction to Psychology
Judd, Brent	EGL-101-51	Composition I
Koch, Gary	FLM-101-50	Introduction to Film Art
Krieg, Cynthia	NAS-101-J01	Basic Nurse Assistant
Lamb, Molly	HLT-201-OL	Health in Today's Society
Lamble, Thomas	MAT-088-01	Developmental Beg Algebra I
Lamble, Thomas	MAT-092-01	Developmental Beg Algebra II
Laub, Jill	CAS-121-01	Computer Applications and Concepts
Laub, Jill	CAS-121-T02	Computer Applications and Concepts
Lazenby, Debra	NAS-101-T01	Basic Nurse Assistant
Leamon, Patricia	HUM-101-01	Introduction to Humanities
Leamon, Patricia	LIT-110-J30	Intro to Literature - Poetry
Lesko, Daniel	LIT-111-L01	Intro to Literature - Novel
Lesko, Daniel	LIT-111-T01	Intro to Literature - Novel
Lipcamon, John	BIO-220-J30	Microbiology
Lohrasbi, Ardeshir	BUS-101-50	Business Law I
	CAS-121-J01	Computer Applications and Concepts

Lomelino, Kelsey		
Marucco, Toni	CAS-106-OL	Intro to Microsoft Excel
Marucco, Toni	CAS-104-OL	Intro to Microsoft Word
McCarty, Philip	EMS-101-BHY	Emergency Medical Technician
McCormick, Bryce	EMS-101-BHY	Emergency Medical Technician
McKenzie, Timothy	PHI-204-01	Introduction to Philosophy
Merriman, Daniell	PCN-103-J01	Practical Nursing III
Miller, Marcus	HRT-106-50	Soils and Fertilizers
Miller, Martha	EGL-101-01	Composition I
Miller, Martha	EGL-102-03	Composition II
Miller, Darric	CRJ-102-01	Introduction to Corrections
Miner, Linda	NAS-101-J50	Basic Nurse Assistant
Mohr, Carol	EGL-101-B50	Composition I
Mose, Bryan	COS-100-OL	Introduction to Keyboarding
Myers, Edward	EGL-101-50	Composition I
Myers, Edward	EGL-102-T01	Composition II
Naritoku, Brent	MAT-141-03	Introductory Statistics
Nelson, Jeffrey	MAT-093-01	Developmental Geometry
Orisek, Timothy	BIO-101-B01	General Biology
Pahde, Lori	EGL-099-L01	Basic Writing Skills
Pfaffe, Jeffrey	CHE-100-J02	Contemporary Chemistry
Ploessl, Bridget	CMN-101-T01	Public Speaking Fundamentals
Ray, Mary	PSY-220-OL1	Human Development
Reents, Julane	NAS-101-50	Basic Nurse Assistant
Reichert, Randal	HUM-101-B01	Introduction to Humanities
Reilly, Kathleen	EGL-099-01	Basic Writing Skills
Rhoades, Brooke	EGL-101-T50	Composition I
Roseberry, William	HIS-111-OL	United States History to 1877
Roseberry, William	HIS-112-OL1	United States History Since 1877
Running, William	CHE-101-01	General Chemistry I
Salm, Coravonne	EGL-101-J01	Composition I
Salm, Coravonne	EGL-102-J01	Composition II
Schenk, Deana	EGL-102-50	Composition II
Schenk, Deana	LIT-111-01	Intro to Literature - Novel
Schwabe, Ronald	SOC-101-J50	Introduction to Sociology
Scobbie, Dennis	BIO-101-L01	General Biology
Shepard, Kent	MAT-104-J30	General Education Mathematics
Snyder, Gregory	CHE-100-02	Contemporary Chemistry
Squibb, John	HIS-111-01	United States History to 1877
Squibb, John	HIS-112-01	United States History Since 1877
Stallone, Brett	BIO-101-T01	General Biology
	RCP-239-X01	Clinical Practice III

Surratt, Stevi		
Sweet, Nancy	CLA-100-50	Culinary Essentials
Thomas, Elaine	EGL-102-L50	Composition II
Thomas, Elaine	EGL-102-51	Composition II
Thompson, Kelly	CMN-101-50	Public Speaking Fundamentals
Troyer, Ginger	SPA-101-J30	Elementary Spanish I
Tuxhorn, Rebecca	SOC-101-50	Introduction to Sociology
Vazzi, Lisa	CMN-101-L01	Public Speaking Fundamentals
Verhulst, Bonnie	MAT-092-J02	Developmental Beg Algebra II
Verhulst, Bonnie	MAT-088-J02	Developmental Beg Algebra I
Voycheck, Gerald	HSP-107-01	Food Service Sanitation
Voycheck, Gerald	HSP-107-02	Food Service Sanitation
Waugh, Dana	NAS-101-02	Basic Nurse Assistant
Welch, Mary	EGL-099-J02	Basic Writing Skills
Wiediger, Matthew	PSY-101-J01	Introduction to Psychology
Wiediger, Matthew	PSY-101-T50	Introduction to Psychology
Wight, Timothy	ART-101-J01	Art Appreciation
Wilker, John	BIO-101-51	General Biology
Wintermeyer-Hobbs, Shannan	NAS-101-01	Basic Nurse Assistant
Wohlers, Donald	CHE-100-01	Contemporary Chemistry
Young, Raymon	EGL-102-01	Composition II
Young, Raymon	EGL-102-02	Composition II

AGENDA ITEM II.B

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

FY2015 BUDGET WORKSHOP

The special meeting of the Board of Trustees of Lincoln Land Community College, Illinois Community College District #526 was held on Wednesday, June 25, 2014 at 6:15 p.m. in the Robert H. Stephens Room on the main college campus with Chairman Reichert presiding.

I. Preliminary Matters

A. Roll Call

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

II. FY 2015 Tentative Budget

Ms. Karie Longhta, Associate Vice President, Finance, and Mr. Todd McDonald, Vice President, Administrative Services, provided a handout and PowerPoint presentation including; LLCC Fund Summaries, FY2014 Projected Expenditures and Revenues, FY2015 Operating Budget Projections, Budget Challenges, and Capital Projects.

Ms. Longtha reviewed FY2014 Projected Expenditures which include:

- Salaries
- Employee Benefits
- Contractual Services
- Materials & Supplies
- Conference & Meeting
- Fixed Charges
- Utilities
- Capital Outlay
- Other Expenditures
- Transfers to Other Funds

Ms. Longhta next reviewed FY 2014 Projected Revenues which include:

- Current Taxes
- ICCB Grants
- CTE Funding
- CPP Replacement Tax
- Federal Administration Fees
- Tuition & Fees
- Interest on Investments
- Miscellaneous and Indirect
- Transfer From Other Funds

Ms. Longtha explained the FY2014 Projected Operating Fund indicates Year End total Projected Revenues of $41,936,820 and Year End total Projected Expenditures of $41,914,023, resulting in an estimated Return to Fund Balance of $22,797.

Next, Ms. Longhta discussed FY2015 Operating Projections, including the Expenditure Assumptions listed below:

- Salary projection includes current Board approved increases offset by position eliminations and attrition
- Benefits are estimated at current approved rates for FY2015
- Contractual Services, Materials and Supplies, Fixed Charges and Capital Outlay changes reflect minor departmental adjustments and lease payments
- Utilities have been adjusted based on the FY2014 estimated costs
- The Other Expenditure line has been increased due to the increase in waivers and tuition write-offs
- Transfers to other funds have been adjusted to match revenue projections for infrastructure fee and include the energy transfer
- FY2015 Planning Initiatives targeted for funding are included

The FY2015 Projected Operating Expenditures total $43,011,640 which is a $614,928 increase over the FY2014 Operating Budget.

Ms. Longhta explained the FY2015 Revenue Assumptions listed below indicating a Projected Revenue total of $43,011,640, which is an increase of $614,928 over the FY2014 Operating Budget:

- District EAV estimated to increase 2% from CY2013 to CY2014
- State funding is budgeted at the FY2014 appropriation for Credit Hour and Equalization funding
- Appropriation for Illinois Veteran’s Grant has been added for $68,000

- CTE Funding is budgeted at FY2014 levels
- CPPRT is budgeted at FY2014 estimated receipts
- Tuition is at the board approved rate of $103.50
- Fees have been held constant
- FY2015 enrollment is projected at an 8% decrease from FY2014 credit hours
- Variable Rate Tuition has been increased for FY2015 to reflect rate increases beginning Fall 2014
- Interest revenue has been increased based on FY2014 estimated receipts
- Miscellaneous revenues are based on FY2014 estimated receipts
- Transfers from other funds were reduced to eliminate the Special Initiative Transfer, Operating Sustainability Transfer, and a reduction in the Working Cash Transfer.

In summary, Projected FY2015 Operating Revenues total $43,011,640 and Projected FY2015 Operating Expenditures total $43,011,640, thus presenting a balanced FY2015 Operating Budget.

Mr. McDonald reviewed the FY2015 Planning Initiatives listed below which came forward during the FY2015 Strategic Planning Process:

Goal One – Student Access and Success

- Expand Workforce Short term training programs to include Dialysis Technician and others
- Market redesigned Massage Therapy Program
- Implement new curriculum in Auto Body Repair, Automotive Technician and Welding
- Review Bookstore operational layout and replace carpeting
- Continue to provide resources for CTE program
- Produce skills videos for the Nursing Program
- Pilot Evidence Based Reading Instruction (EBRI) initiative
- Utilize strategies and education tools to aid Adult Secondary education students in successfully passing the new version of GED tests
- Continue to develop adult career pathways / bridge programming for Adult Education students
- Expand Virtual Desktop technology
- Acquire new truck and trailer for Truck Driver Training Program

Goal Two – Financial Strength

- CCTC will develop one series of classes that focus on Leadership and a second that focus on utilizing social media in business/industry
- Deploy web conference equipment

Goal Four – Community Engagement

- Form partnerships with advisory groups, teachers and counselors to provide services to link CTE at the secondary and postsecondary level

Goal Six – Operational Strength

- Complete EMS accreditation Self-Study Report
- Investigate the need for lab staff personnel with increased enrollment in NDT Program
- Hold PCN initial accreditation site visit
- Assess Colleague use and workflow of Admissions Module and Degree Audit
- Integrate Voice to LLCC Unified Communications System
- Complete the Disaster Recovery Plan and deploy solution

Next, Mr. McDonald discussed LLCC's financial future including the challenges identified below:

- Level state credit hour and equalization funding.
- Minimal funding for Veteran's Grants ($763K waived FY'14)
- Management of Health Care Reform (Affordable Care Act)
- Management of SURS Return to Work Rules
- Current litigation and implications surrounding pension reform
- Slow growth in property values/EAV (about 2% per year)
- Declining enrollment
- Limited funding for new initiatives/programs

He then reviewed the challenges that LLCC has identified to fund in the FY2015 Budget, followed by a review of projected cost and expenditures for FY2015 Capital Projects.

III. Adjournment

MOTION NO. 06-25-14-1:

Mr. Gray made a motion to adjourn the meeting at 7:04 p.m. Mr. Findley seconded.

AGENDA ITEM II.B

Those members voting aye were Mr. Gray, Mr. Findley, Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi and Mr. Reichert. PASSED

_____
Chairman Reichert

_____
Secretary Wesley

AGENDA ITEM II.C

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

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

DATE: July 23, 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 June 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 June 30, 2014 will be delayed until August due to closing of the FY'14 books and preparation for audit.

MOTION: Ratify payments of bi-monthly checks issued during June 2014.

McDonald/Longhta

AGENDA ITEM II.D.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Out-of-State Travel

DATE: July 23, 2014

Name	Meeting	Location	Account	Amount
Eades, Barbara	Council for Advancement and Support of Education Conference	Sacramento, CA	Staff Development	$2,315
Howard, Bob	Maverick Facility Grand Opening	Little Rock, AR	Administrative	$632

McDonald/Patarozzi/Curry

AGENDA ITEM II.F.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ink & Toner Cartridge Purchase

DATE: July 23, 2014

Board approval is requested to purchase ink and toner cartridges from Bradfields, Incorporated. Bradfields, Incorporated offers new and refurbished ink and toner cartridges for printers/fax machines at discounted prices. They also offer free shipping.

Budget Impact:

Total Funds Requested:	Approximately $60,000
Source of Funds:	Operating Funds
Projected Revenue:	n/a
Projected Savings:	n/a

Student Learning Impact:

How will proposed agenda item impact student learning?
Printing is essential for student learning and the operation of the college.

How will proposed agenda item be measured?
Faculty, staff, and students will be able to print from college local printers.

MOTION: Move to approve the purchase of ink and toner cartridges from Bradfields, Incorporated.

Cruz

AGENDA ITEM II.F.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: VOIP Link Phone Purchase

DATE: July 23, 2014

Board approval is requested to purchase 300 IP phones from VOIP Link. The purchase of the phones is part of the third and final phase of the phone system upgrade project.

Budget Impact:

Total Funds Requested:	$49,800
Source of Funds:	FF&E
Projected Revenue:	n/a
Projected Savings:	n/a

Student Learning Impact:

How will proposed agenda item impact student learning?
Upgrading the phones is part of the project to provide a more reliable and flexible phone system to interact with students.

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

MOTION: Move to approve the purchase of 300 IP phones from VOIP Link in the amount of $49,800 as part of the phone system upgrade project.

Cruz

AGENDA ITEM II.G.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: July 23, 2014

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

The Workforce Development Division seeks ratification for a contract with the Salvation Army to provide a Cooks School and Food Service Sanitation Course. A total of two courses, with a maximum of ten students each will be held at the Salvation Army facility in Springfield.

The Health Professions Department seeks approval to enter into a contract with Vibra Hospital to provide clinical site experience for students enrolled in the college's Respiratory Care Therapy Program. Vibra Hospital has facilities suitable for the educational needs of the students.

The Health Professions Department seeks approval to enter into a contract with St. Anthony's Memorial Hospital to provide clinical site experience for students enrolled in the college's Occupational Therapy Assistant Program. St. Anthony's Memorial Hospital has facilities suitable for the educational needs of the students.

The Health Professions Department seeks approval to enter into a contract with Lincoln Prairie Behavioral Health Center to provide clinical site experience for students enrolled in the college's Medical Coding Program. Lincoln Prairie Behavioral Health Center has facilities suitable for the educational needs of the students.

McDonald/Patarozzi

AGENDA ITEM II.G.1

MOTION: **Move to ratify the contract with the Salvation Army in the amount of $10,080; approve the clinical site agreement with Vibra Hospital; approve the clinical site agreement with St. Anthony's Memorial Hospital; approve the clinical site agreement with Lincoln Prairie Behavioral Health Center.**

McDonald/Patarozzi

TRAINING CONTRACTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Contract Total	Term
Contracts in Excess of $10,000					
Salvation Army Cooks School	The Workforce Development Division seeks ratification for a contract with the Salvation Army to provide a Cooks School and Food Service Sanitation Course. A total of two courses, with a maximum of ten students each will be held at the Salvation Army facility in Springfield.	Salvation Army	Workforce Development	$10,080	July/Aug. 2014 & Spring 2015
TOTALS				$10,080	

CLINICAL AGREEMENTS

Agreement Title	Description	Contractor	LLCC Dept. / Program	Term
Clinical Site Agreement with Vibra Hospital	The Health Professions Department seeks approval to enter into a contract with Vibra Hospital to provide clinical site experience for students enrolled in the college's Respiratory Care Therapy Program. Vibra Hospital has facilities suitable for the educational needs of the students.	Vibra Hospital	Health Professions Department/Respiratory Care Therapy Program	Date of signing through indefinite
Clinical Site Agreement with St. Anthony's Memorial Hospital	The Health Professions Department seeks approval to enter into a contract with St. Anthony's Memorial Hospital to provide clinical site experience for students enrolled in the college's Occupational Therapy Assistant Program. St. Anthony's Memorial Hospital has facilities suitable for the educational needs of the students.	St. Anthony's Memorial Hospital	Health Professions Department/Occupational Therapy Assistant Program	Date of Signing through 3 years.
Clinical Site Agreement with Lincoln Prairie Behavioral Health Center	The Health Professions Department seeks approval to enter into a contract with Lincoln Prairie Behavioral Health Center to provide clinical site experience for students enrolled in the college's Medical Coding Program. Lincoln Prairie Behavioral Health Center has facilities suitable for the educational needs of the students.	Lincoln Prairie Behavioral Health Center	Health Professions Department/Medical Coding Specialist Program	Date of signing through indefinite

AGENDA ITEM II.G.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Blackboard Annual Contract Renewal

DATE: July 23, 2014

Board approval is requested to approve the annual contract in the amount of $72,345 for the Blackboard Enterprise System to deliver our online courses and traditional course supplemental materials.

Budget Impact:

Total Funds Requested:	$72,345
Source of Funds:	Technology Fee
Projected Revenue:	n/a
Projected Savings:	n/a

Student Learning Impact:

How will proposed agenda item impact student learning?
Renewing the Blackboard Enterprise system will provide faculty and students with critical online teaching and learning services.

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

MOTION: Move to approve the annual contract for the Blackboard Enterprise System and Data Integration at a total cost of $72,345.

Cruz/Parton

AGENDA ITEM II.G.3

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Colleague System Software Maintenance Contract

DATE: July 23, 2014

Board approval is requested to approve the annual maintenance contract for the Colleague System software that maintains our Finance System, Human Resources System, and Student Records System.

The Colleague software is developed and supported by Ellucian, Inc. (formerly Datatel). Software maintenance provides us with updates and revisions. Ellucian invoices for all modules, including those from third party vendors.

The annual costs for these product and services are as follows:

Item	Vendor	Yearly Cost
Colleague application software (includes Finance System, Human Resources System and Student System, Envision, Tape Maker, WebAdvisor and other modules)	Ellucian	$229,002
3rd Party Products Interface software licenses and maintenance, including E-commerce		$21,180
Total		**$250,182**

Cruz

AGENDA ITEM II.G.3

Budget Impact:

Total Funds Requested:	$250,182
Source of Funds:	Operating Fund
Projected Revenue:	n/a
Projected Savings:	n/a

Student Learning Impact:

How will proposed agenda item impact student learning?

Ellucian Student System, Financial System, and Human Resources system are critical to the college operation. These products allow us to provide critical services to our students.

How will proposed agenda item be measured?

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

MOTION: Move to approve the annual maintenance contract for the Colleague System software at a total cost of $250,182.

Cruz

AGENDA ITEM II.G.4

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Fall & Winter Athletic Travel

DATE: July 23, 2014

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

Vendor	Total Cost to Provide Transportation for Fall & Winter Athletic Travel
Cavallo Bus Lines, Inc Gillespie, IL	$59,165
Peoria Charter Coach Peoria, IL	$70,200

The following company was mailed an Invitation to Bid, but chose not to respond: Monticello Bus Service, Monticello, IL.

Budget Impact:

Total Funds Requested: $59,165
Source of Funds: Institutional Equipment Rental
Projected Revenue: n/a
Projected Savings: n/a

Student Learning Impact:

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

McDonald/Riggle/Patarozzi/Curry

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

MOTION: Move to approve a purchase order with Cavallo Bus Lines to provide transportation for our Fall and Winter Athletic Travel in accordance with the terms, conditions, and specifications of Invitation to Bid # FY2015-3.

McDonald/Riggle/Patarozzi/Curry

AGENDA ITEM II.H

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: July 23, 2014

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

The Agriculture Club has been awarded a National PAS Conference Grant through the CHS Foundation. The awarded funds will be utilized to assist in funding the Agriculture Club student trip to the National PAS Conference.

The Career Development Office seeks ratification for the grant submission to the Illinois Department of Human Services for the SNAP Employment and Training Job Placement Program Grant. This program assists low-income individuals who are DHS referred customers to enroll in GED courses, and/or to identify and enroll in vocational training programs. SNAP focuses also on providing job readiness skills and career awareness information to assist the program participants in securing employment and career opportunities.

MOTION: Move to ratify the grant submission with the Illinois Department of Human Services in the amount of $79,299.

McDonald/Patarozzi

GRANT SUMMARY
July 2014

Grant Title	Brief Description	Grantor	LLCC Department / Program	LLCC Total Monetary Request	LLCC Match	Submitted	Term
Grants less than $10,000							
National PAS Conference Grant	The Agriculture Club has been awarded a National PAS Conference Grant through the CHS Foundation. The awarded funds will be utilized to assist in funding the Agriculture Club student trip to the National PAS Conference.	CHS Foundation	Agriculture Club	$1,000	$0	Yes	FY2015
Grants in excess of $10,000							
SNAP Employment and Training Job Placement Program Grant	The Career Development Office seeks ratification for the grant submission to the Illinois Department of Human Services for the SNAP Employment and Training Job Placement Program Grant. This program assists low-income individuals who are DHS referred customers to enroll in GED courses, and/or to identify and enroll in vocational training programs. SNAP focuses also on providing job readiness skills and career awareness information to assist the program participants in securing employment and career opportunities.	Illinois Department of Human Services	Career Development Services	$78,299	$0	Yes	FY2015
TOTAL				**$79,299**	**$0**		

AGENDA ITEM II.J.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Taylorville Code Compliance and Renovations – Contractor Recommendation

DATE: July 23, 2014

Sealed proposals were received by the Construction Management Office on July 8th for the Taylorville Code Compliance and Renovations project.

A tabulation of those proposals is as follows:

Contractor	Base Bid
Evans Construction Company	$2,490,000
Halverson Construction Company, Inc.	**$1,955,523**
Harold O'Shea Builders, Inc.	$2,512,617
R.D. Lawrence Construction Company, Ltd.	$2,449,489

Budget Impact:

Total Funds Requested: $1,955,523
Source of Funds: Public, Health & Safety
Projected Revenue: n/a
Projected Savings: n/a

Student Learning Impact:

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

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

MOTION: Move to approve the Base Bid from Halverson Construction Company, Inc. in the amount of $1,955,523 to complete the Taylorville Code Compliance and Renovations project at LLCC's Taylorville Campus pending successful negotiation of deductive change orders to reduce the project cost to the available budget.

McDonald/Garvey

III. Action Agenda

AGENDA ITEM III.A.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Proposed Language Change to Board Policy 8.14 - Holidays

DATE: July 23, 2014

The following policy is being presented for first reading this evening. Update to the policy is as follows:

8.14 Holidays

- Amend language regarding observance of Independence Day for Police Officers, retroactive to July 1, 2014.

Action on these changes is not requested this evening as this is a first reading. Providing the Board concurs with these revisions, action will be sought at the August 2014 meeting of the Board of Trustees.

AGENDA ITEM III.A.1

Lincoln Land	Subject:	**Holidays**
Community College	Policy Number:	**8.14**
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	**7/1/14**
	Effective Date:	~~1/24/07~~ **7/1/14**
BOARD POLICY	Old Policy Number:	4.3.11.3

Policy Statement: LLCC shall annually observe seven (7) holidays which shall normally be:

Martin Luther King's Birthday
Memorial Day
*Independence Day
Labor Day
Day preceding Thanksgiving
Thanksgiving Day
Day after Thanksgiving

*If Independence Day falls on a day when the college is already closed for business due to the reduced summer hour schedule, it will not be observed on another day. **However, police officers shall be exempt from this provision as they are staffed on a 24/7/365 basis. Independence Day will always be an observed holiday for police officers regardless of what day of the week it falls upon.**

The College is also closed for business:

- Five consecutive business days during the spring term mid-semester break.

- A winter break of approximately ten consecutive business days will be observed between the end of the fall semester and the beginning of the spring semester.

Exceptions to this policy include:

- The LLCC Facilities Services Union whose holiday schedule is codified in the collective bargaining agreement.
- Staff of the Capital City Center observe those holidays which are observed by both LLCC and the State of Illinois. The staff of the Capital City Center will receive floating days for those holidays observed by LLCC but not the State of Illinois.
- Staff of the Child Development Center observe the normal holidays but do not observe the five days during the spring term mid-semester break and observe an abbreviated holiday break of December 24th through January 1st.

AGENDA ITEM III.D.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Tentative Fiscal Year 2015 Budgets

DATE: July 23, 2014

We are in the process of preparing budget documents following our June 25 Budget Workshop. Copies of the Tentative Budgets for Fiscal Year 2015 are attached as a separate document.

There have been no changes since the Board Budget Workshop. It is possible that additional adjustments may be necessary before the Final Fiscal Year 2015 Budget is adopted in September.

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

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

MOTION: Move to place on file for at least thirty days, for public review, the Tentative Fiscal Year 2015 Operating Budget.

McDonald/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: July 23, 2014

POSITION VACANCIES

Classified
Grounds Maintenance Worker (FT)
Program Assistant, Advising & Counseling (FT)
Child Development Assistant (PT)
Admissions and Registration Services Representative (FT)
Building Custodian (FT)

Administrative
Director, Admissions, Records and Registration (FT)
Director, Community Education (FT)
Director, LLCC-Litchfield (FT)
Program Director, Aviation (FT)
Associate Dean, Nursing (FT)

Faculty
Surgical Technology Instructor (Temporary-one semester)

HIRES

Linda Carmen	Custodial Foreman (FT)	07/01/14

Change in Status

Kim Lesko	Child Development Assistant Change from 30 hrs./wk. to 40 hrs./wk.	08/01/14

Job Description Questionnaire (JDQ) Review

Name	Position	Salary Grade
Sandra Chvala	Assistant to the Dean	D

AGENDA ITEM IV.A.3.b

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: July 23, 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:

2008 Building Bond

Front Entry Improvements
The City has taken over the maintenance/ownership of the signals. The project is complete.

Capital Renewal Projects – FY'13

Masonry Repairs to Sangamon, Menard and Cass
This project is managed by the CDB. The bid opening was held on March 13th and the CDB recommendation for award is forthcoming and will be presented to you tonight.

PHS Projects – FY'11

Campus Boulevard Lighting Replacement
Contract Documents are being prepared.

Variable Frequency Drive Units Replacement
The project is underway.

AGENDA ITEM IV.A.3.b

PHS Projects – FY'12

Generator Project
The project is complete.

PHS Projects – FY'14

Sangamon Hall Boiler Replacement
The Construction Documents are being prepared in anticipation of an August bid opening.

Taylorville Code Compliance and Renovation
Proposals were received on July 8th and our recommendation is before you tonight.

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.

McDonald/Garvey

All Capital Projects

The following information is a reflection of information that has been provided to the Business Office as of June 30, 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	10,465	-	10,465	-	917	9,548	91.24%
	70923	Variable Frequency Drive Units	L	204,571	187,417	-	187,417	-	20,789	166,628	88.91%
	70924	Sangamon Hall Air Handler Replacement	L	186,682	153,083	17,475	170,558	-	160,933	9,625	5.64%
FY2011 PHS Total				**492,129**	**350,965**	**17,475**	**368,440**	**-**	**182,639**	**185,801**	**50.43%**
FY2012 PHS	70925	Generation Plant	L	728,354	831,688	(180,047)	651,641	-	632,127	19,514	2.99%
FY2012 PHS Total				**728,354**	**831,688**	**(180,047)**	**651,641**	**-**	**632,127**	**19,514**	**2.99%**
FY2013 PHS	70928	Cass Gym Bleacher Replacement	L	339,000	247,100	4,827	251,927		252,420	(493)	-0.20%
	70929	Menard Hall Subsurface Settlement	L	435,520	328,500	36,187	364,687		363,608	1,079	0.30%
FY2013 PHS Total				**774,520**	**575,600**	**41,014**	**616,614**		**616,029**	**586**	**0.09%**
FY2014 PHS	70930	Taylorville PHS Code Compliance Renovation Project	L	1,900,541	176,238		176,238		55,326	120,912	68.61%
FY2014 PHS Total				**1,900,541**	**176,238**		**176,238**		**55,326**	**120,912**	**68.61%**
Infrastructure Fee	73905	Theatre Renovations	S,L	20,000	20,000		20,000		13,424	6,576	32.88%
	73906	Infrastructure Metal Building	L	67,500	67,500		67,500		36,300	31,200	46.22%
	73907	Menard Hall Carpet Replacement	L	100,000	100,000		100,000		23,621	76,379	76.38%
	73909	CDB SGMN MNRD CASS Masonry Repairs	S,L	901,600	617,000		617,000		-	617,000	100.00%
Infrastructure Fee Total				**1,089,100**	**804,500**		**804,500**		**73,344**	**731,156**	**90.88%**
Funding Bonds	77902	Athletic Field Drainage Improvements	L	662,000	646,674	15,228	661,902		660,590	1,312	0.20%
	77903	Front Entry Improvements	L	720,000	700,559	3,299	703,858		690,620	13,238	1.88%
	77905	Parking Lot Striping & Resurfacing	L	402,000	362,676	6,159	368,835		344,822	24,013	6.51%
Funding Bonds Total				**1,784,000**	**1,709,909**	**24,686**	**1,734,595**		**1,696,032**	**38,563**	**2.22%**
ICCB Capital Budget Request	NEW	Student Services/Testing Center	S,L	4,000,000	-	-	-	-	-	-	0.00%
	NEW	Renovation of Montgomery Hall for Adult and Community E	S,L	1,290,200	-	-	-	-	-	-	0.00%
ICCB Capital Budget Request Total				**5,290,200**	**-**	**-**	**-**	**-**	**-**	**-**	**0.00%**
PHS Balance Transfers	70931	Sangamon Hall Boiler Replacement	L	786,220	75,160		75,160		-	75,160	100.00%
PHS Balance Transfers Total				**786,220**	**75,160**		**75,160**		**-**	**75,160**	**100.00%**
Grand Total				**12,845,064**	**4,524,060**	**(96,871)**	**4,427,189**	**-**	**3,255,496**	**1,171,692**	**26.47%**

Notations:

+ Indicates that the project is being monitored by an outside agency. In some cases, the outside agency has not provided the college with the necessary payout or final close out forms. As the information is received, the above information will be adjusted.

This summary page provides information pertaining to the contract payouts and balances. The back-up sheets may differ since the back-up sheets contain the contract amounts, payouts, as well as any interest that may have been earned.

AGENDA ITEM IV.A.6.a

AGENDA MASTER CALENDAR

AUGUST 2014	SEPTEMBER 2014	OCTOBER 2014	NOVEMBER 2014
• Board Meeting 8/27/14	• Budget Adoption/Public Hearing • Mid-Year Tenure Listing • Board Meeting 9/24/14	• Financial Audit Review • PHS Projects • Board Meeting **10/21/14**	• Board Meeting 11/19/14
DECEMBER 2014	**JANUARY 2015**	**FEBRUARY 2015**	**MARCH 2015**
• Adopt CY'14 Property Tax Levy • Board Meeting 12/17/14	• Board Meeting 1/28/15	• Sabbatical Leaves • Faculty Contracts and Position Listing • Tenure Listing • Catalog Review and Adoption • Board Meeting 2/25/15	• Administrative Contracts • Board Meeting 3/25/15
APRIL 2015	**MAY 2015**	**JUNE 2015**	**JULY 2015**
• FY'16 Preliminary Revenue Estimate • Seating of New Student Trustee • Student Recognition Ceremony • Board Meeting 4/22/15	• LLCC Foundation Gala • Employee Recognition Ceremony • Adult Ed Recognition Ceremony • Commencement • Board Meeting 5/27/15	• Summer Adjunct Faculty Listing • Budget Workshop 6/24/2015 • Board Meeting 6/24/15	• FY'16 Tentative Budget • Board Meeting 7/22/15

V. Strategic Discussion

AGENDA ITEM V.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUJECT: Informational Presentation Regarding Goal 6 – Operational Strength

DATE: July 23, 2014

Lesley Frederick, Vice President of Student Services, will be presenting Goal 6 – Operational Strength. The presentation will focus on the key performance indicators and the College's strategic planning dashboard.