LLCC
Board of Trustees
Regular Meeting
August 27, 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, August 27, 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 August 27, 2014 Meeting
D. Introductions and Recognitions
   1. Introduction of New Faculty Members 5
E. Hearing of Citizens

II. Consent Agenda

A. Approval of Minutes of the Regular Meeting of July 23, 2014 7
B. Ratify Payment of Bi-Monthly Checks and the June and July Treasurer's Report 19
C. Out-of-State Travel
   1. Ratification of Out-of-State Travel 20
   2. Approval of Out-of-State Travel 21
D. Budget/Financial Items
   1. Ratification of Transfer to Restricted, Auxiliary and O & M Restricted Fund 22
E. Purchasing
   1. Consortium of Academic and Research Libraries in Illinois (CARLI) Database Membership Fee and Purchase for Library 25
   2. EBSCO Purchase for Library 27
F. Contracts/Agreements
   1. Monthly Training Contract/Clinical Agreement Status Report 28
G. Monthly Grant Status Report
H. Facility Leases
I. Construction Items
   1. Taylorville Code Compliance and Renovation-Change Order 32
   2. Variable Frequency Drive Replacement - Change Orders 34
J. Other Items

III. Action Agenda

A. Policies
   1. Proposed Language Change to Board Policy 8.14 37
B. Academic Services Division Items
C. Student Services Division Items
D. Administrative Services Division Items
E. Information Technology Systems Items
F. Workforce Development and Community Education Items
G. Executive Division Items

IV. Information Items

A. Staff Reports
   1. Academic Services
   2. Student Services
   3. Administrative Services
      a. Position Vacancies and Hires 40
      b. Construction Progress Update 42
      c. Monthly Financial Report
   4. Information Technology Systems
   5. Workforce Development and Community Education
   6. Executive Division
      a. Review of Agenda Master Calendar..... 45
B. President's Report
C. Report from Faculty Senate
D. Report from Faculty Association
E. Report from Classified Staff
F. Report from Professional Staff
G. Report from Facilities Services Council
H. Chairman's Report
I. Secretary's Report
J. Foundation Report
K. Other Board Members' Reports

V. Strategic Discussion

A. LLCC Facilities Department Presentation 47

VI. Executive Session

VII. Actions from Open/Executive Session

VIII. Adjournment

I. Preliminary Matters

AGENDA ITEM I.D.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Introduction of New Faculty Members

DATE: August 27, 2014

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

- Ashley Green, English (EGL)
- David Leitner, English (EGL)
- Timothy McKenzie, English (JRN/HUM)
- Deana Schenk, English (EGL)

II. Consent Agenda

AGENDA ITEM II.A

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

The regular meeting of the Board of Trustees of Lincoln Land Community College, Illinois Community College District #526 was held on Wednesday, July 23, 2014 at 5:08 p.m. in the Robert H. Stephens Room of the main campus with Vice Chairman Findley presiding.

I. Preliminary Matters

A. Roll Call

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

B. Pledge of Allegiance

Vice Chairman Findley led the audience in the pledge of allegiance.

C. Adoption of Agenda of the July 23, 2014 Meeting

MOTION NO. 7-23-14-1:

Mr. Shackelford moved to adopt the agenda of July 23, 2014 meeting. Mr. Rosenthal seconded.

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

D. Introductions and Recognitions – None

E. Hearing of Citizens - None

AGENDA ITEM II.A

II. Consent Agenda

MOTION NO. 7-23-14-2:

Mr. Rosenthal moved to:

- approve the minutes of the Regular Meeting of June 25, 2014;
- approve the minutes of the Special Meeting of June 25, 2014;
- ratify payments of bi-monthly of checks issued during June 2014;
- approve out-of-state travel for the attached list of employees;
- approve the purchase of ink and toner cartridges from Bradfields, Incorporated;
- approve the purchase of 300 IP phones from VOIP Link in the amount of $49,800 as part of the phone system upgrade project;
- 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;
- approve the annual contract for the Blackboard Enterprise System and Data Integration at a total cost of $72,345;
- approve the annual maintenance contract for the Colleague System software at a total cost of $250,182;
- 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;
- ratify the grant submission with the Illinois Department of Human Services in the amount of $79,299; and
- 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.

Mr. Fulgenzi seconded.

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

AGENDA ITEM II.A

III. Action Agenda

A. *Policies*

1. Proposed Language Change to Board Policy 8.14 - Holidays

This proposed language change to Board Policy 8.14 is specific to the LLCC Police Force, which is required to be staffed 24 hours a day, seven days a week, 365 days a year. The proposed change will include Independence Day as an observed holiday for LLCC Police Officers, regardless when it falls during the calendar week, and will be retroactive to July 1, 2014. Board Policy 8.14 is presented at this time for a first reading only and will be presented for approval at the August 2014 Board of Trustees meeting.

B. Academic Services Division Items - None

C. Student Services Division Items – None

D. Administrative Services Division Items

1. Tentative Fiscal Year 2015 Budgets

The Tentative Fiscal Year 2015 Operating Budget remains the same as presented and reviewed at the June 25, 2014 Budget Workshop. Figures are still forthcoming from the Illinois Community College Board with anticipation they will remain as originally projected. If changes occur, the Tentative Budget can be amended before the Final Fiscal Year 2015 Budget is adopted in September.

As required by law, request is made to place the Tentative Fiscal Year 2015 Operating Funds (Education and Operations and Maintenance Funds) Budget on file for public review with anticipation of presenting a Final Fiscal Year 2015 Budget for approval in September 2014.

MOTION NO. 7-23-14-3:

Mr. Shackelford moved to place on file for at least thirty days, for public review, the Tentative Fiscal Year 2015 Operating Budget. Mr. Fulgenzi seconded.

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

E. Information Technology Systems Items - None

F. Workforce Development and Community Education Items – None

G. Executive Division Items - None

IV. <u>Information Items</u>

A. Staff Reports

1. Academic Services - None

2. Student Services – None

3. Administrative Services

   a. Position Vacancies and Hires

No updates to this item. Dr. Warren mentioned hiring recommendations for three listed positions will be presented during the Executive Session of tonight's meeting.

   b. Construction Progress Update

Dr. Warren noted one change in this report. The Masonry Repairs to Sangamon, Menard and Cass, listed under Capital Renewal Projects – FY'13 will not be presented for approval as stated. This project will be re-bid as a continuing project in 2015.

4. Information Technology Systems – None

5. Workforce Development and Community Education - None

6. Executive Division

   a. Review of Agenda Master Calendar

The Fiscal year 2015 Final Budget will be presented in September for adoption and the October 2014 Board of Trustees meeting date has been changed to Tuesday, October 21, with the location and meeting time remaining the same.

Mr. Gray joined the meeting at 5:15 p.m.

B. President's Report

LLCC's College for Kids concludes this week with enrollment increasing from 510 attendees in in 2013 to a record 578 attendees in 2014.

The Academy of Lifelong Learning will host their Annual Kickoff for current and prospective members on July 24.

New Student Orientation sessions continue and a new "Rapid Registration" event will also be conducted to assist students with registration for fall classes.

LLCC recruitment and healthcare representatives participated in a Medical Jobs Forum on June 30, sponsored by the Springfield Chamber and Faith Coalition for the Common Good at Union Baptist Church. The forum drew approximately 85 attendees.

On July 14th, Mary Beth Ray, Director of Career Development Services and Interim Director of Advising and Counseling, was the featured speaker at a Job Preparation Event sponsored by Illinois State Representative Sue Scherer.

LLCC's Adjunct Instructors Fair drew 60 attendees on June 30.

The Illinois Community College Presidents' Council's Baccalaureate Program Study Group met and discussed a possible proposal for several Baccalaureate Programs; one area would focus on Applied Technology Programs and another on Nursing and Allied Health Programs. The next step for the Study Group will be presenting these options to the full Presidents' Council for consideration at their October meeting. If approved, the Presidents' Council will take the proposal to the Illinois Community College Trustees Association for their consideration in November.

The Springfield Civic Garden Club Flower Show was held in June at the Trutter Center. Over 300 visitors came to campus for the show.

The "Desert Princess-Child of the Raven" sculpture by artist Marshall Park Mitchell, has been relocated from the second floor of Menard Hall to the garden area of the Helen Hamilton Area.

LLCC is in its third year of establishing "Prairie Areas" on the main campus. The nature Prairie Areas are becoming established, with many native blooming species present. These areas provide both ecological and economic benefits to the college, saving over 10,000 annually.

Approximately 200 LLCC Biology students were involved in this spring's "Bird Banding" of 82 different species, for a total of 1,391 birds identified and banded.

Andy Mitkos, Learning Management Systems Coordinator, in LLCC's Instructional Technology and Distance Education department has been named an inaugural member of the Blackboard MVP Program.

Two LLCC students, Connor Carnduff and Brett Davis, received the Annual Outstanding Community College Student Geography Award from the Illinois Geographical Society. The students received a financial award and were recognized at the Illinois Geographical Society Annual Meeting and Awards Ceremony held in June.

LLCC Theatre is presenting "Your Swash is Unbuckled," a collection of nine short stage combat plays by Jeff Goode on July 18, 19, 25, and 26.

Dr. Warren requested input and guidance from the Board of Trustees in the disposal of a vast amount of surplus items, which have over-filled LLCC's new Storage Building. Following discussion, the Board approved LLCC checking with local office supply businesses/auctioneers regarding the possibility of purchasing the items as one large lot, or conducting an auction to repurpose these items.

C. *Report from Faculty Senate* - None

D. *Report from Faculty Association* - None

E. *Report from Classified Staff* - None

F. *Report from Professional Staff* - None

G. *Report from Facilities Services Council* - None

H. *Chairman's Report* - None

I. *Secretary's Report* - None

J. *Foundation Report* - None

K. *Other Board Members' Reports* - None

AGENDA ITEM II.A

V. Strategic Discussion

A. Informational Presentation Regarding Goal 6 – Operational Strength

Lesley Frederick, Vice President of Student Services provided a PowerPoint presentation on Goal 6 - Operational Strength, utilizing the LLCC Strategic Planning Dashboard. The Dashboard provides a visual illustration and measurement of the Key Performance Indicators for the College's Strategic Plan. Ms. Frederick reviewed the five components of Goal 6, explaining the measurement component/metric for each.

VI. Executive Session

MOTION NO. 7-23-14-4:

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. Gentry (advisory), Mr. Rosenthal, Mr. Fulgenzi, Mr. Shackelford and Mr. Findley. PASSED

VII. Actions from Executive Session

MOTION NO. 7-23-14-5:

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

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

MOTION No. 7-23-14-6:

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

the regular Board meeting of January 22, 2014;
the regular Board meeting of February 26, 2014;
the regular Board meeting of March 26, 2014;
the regular Board meeting of April 23, 2014;
the regular Board meeting of May 28, 2014; and
the regular Board meeting of June 25, 2014.

Mr. Fulgenzi seconded.

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

MOTION No. 7-23-14-7:

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

Regular Board meeting of January 22, 2014, authorized destruction date – July 22, 2015;

Regular Board meeting of February 26, 2014, authorized destruction date – August 26, 2015;

Regular Board meeting of March 26, 2014, authorized destruction date – September 26, 2015;

Regular Board meeting of April 23, 2014, authorized destruction date – October 23, 2015;

Regular Board meeting of May 28, 2014, authorized destruction date – November 28, 2015; and

Regular Board meeting of June 25, 2014, authorized destruction date – December 25, 2015.

Mr. Findley seconded.

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

VIII. Adjournment

MOTION NO. 07-23-14-8:

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

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

The meeting adjourned at 6:35 p.m.

_____
Chairman Reichert

_____
Secretary Wesley

AGENDA ITEM II.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: 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

AGENDA ITEM II.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Employment Recommendations

DATE: July 23, 2014

We recommend the following personnel actions:

ADMINISTRATIVE

A. Approve a 10% increase to the salary of David Pietrzak, Aviation Mechanics Training Specialist, who will assume additional responsibilities in the absence of a Program Director-Aviation. This increase will be retroactive to May 1, 2014 and continue through July 31, 2014.

B. Approve the employment of Ms. Lorie McDonald as Director, LLCC-Litchfield. Ms. McDonald earned a Master of Public Administration from the University of Illinois Springfield and a BA in Political Studies from UIS, as well. She is presently employed as the Programs of Study Coordinator at Education for Employment in Champaign. Her employment will be effective August 11, 2014 and placement will be on salary grade K. A copy of Ms. McDonald's resume is attached**.**

C. Approve the employment of Mr. David Pietrzak as Program Director, Aviation. Mr. Pietrzak is presently serving as an Aviation Mechanics Training Specialist for the program. He has a Bachelor of Science in Aviation Operations from Southern Illinois University and has worked in the aviation industry for over 20 years. His employment will be effective August 1, 2014 and placement will be on salary grade J. A copy of Mr. Pietrzak's resume is attached.

D. Approve the employment, pending the successful outcome of a criminal background check and drug screen, of Ms. Jamie Stout as Director, Community Education. Ms. Stout is presently employed at the Girl Scouts of Central Illinois as the Director of Membership & Volunteerism. She has a Masters in Public Administration from the University of Illinois Springfield. Her employment will be effective August 11, 2014 and placement will be on salary grade J.

E. Approve the layoff of Mr. Steven Bryant, Workforce Specialist, due to the loss of grant funding through the DCEO Urban Weatherization Grant. This layoff will be effective July 31, 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 June and July Treasurer's Report

DATE: August 27, 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 July 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 months ending June 30, 2014 and July 31, 2014.

MOTION: Ratify payments of bi-monthly checks issued during July 2014 and ratify, subject to audit, the June 30, 2014 and July 31, 2014 Treasurer's Report.

McDonald/Longhta

AGENDA ITEM II.C1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratification of Out-of-State Travel

DATE: August 27, 2014

Name	Meeting	Location	Date	Account	Amount
Dietz, Jim and Volleyball Team (Approx. 11 Students)	Trip to Wisconsin	Wisconsin Dells, WI	August 21-23, 2014	Team Travel	$2,748
Dunas, Shawn and Soccer Team (Approx. 24 Students)	Trip to Kansas	Overland Park, KS	August 21-23, 2014	Team Travel	$4,016
Liesen, Diane	American Board of Registration of Electroencephalographic and Evoked Potential Technologists	Asheville, NC	August 20-24, 2014	Paid by American Board of Registration of Electroencephalographic and Evoked Potential Technologists	$0

Vertrees/Patarozzi/Curry

AGENDA ITEM II.C.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Out-of-State Travel

DATE: August 27, 2014

Name	Meeting	Location	Account	Amount
Blevins, Joel	National College Learning Center Association	Albuquerque, NM	Staff Development	$1,789
Clevenger, Julie	National College Learning Center Association	Albuquerque, NM	Administrative	$1,789
Dietz, Jim and Volleyball Team (Approx. 11 Students)	Trip to Ohio	Toledo, OH	Team Travel	$1,432
Dietz, Jim and Volleyball Team (Approx. 11 Students)	Trip to Ohio	Cedar Rapids, OH	Team Travel	$1,432
Dietz, Jim and Volleyball Team (Approx. 11 Students)	Trip to Iowa	Marshalltown, IA	Team Travel	$1,432
Dunn, Bobbi	iDashboards Users Conference 2014	Nashville, TN	Staff Development	$2,660
Gietl, Holly	National Academic Advising Association	Minneapolis, MN	Staff Development	$2,024
Laubersheimer, David	Greenleaf Center for Servant Leadership 24th Annual International Conference	Atlanta, GA	Staff Development	$2,060
McDonald, Todd	2014 Central Association of College and University Business Officers Annual Meeting	Kansas City, MO	Administrative	$1,807

McDonald/Patarozzi/Curry

AGENDA ITEM II.D.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

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

DATE: August 27, 2014

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

At the February 28, 2007 meeting of the Board of Trustees, the establishment of a $3.50 per credit hour infrastructure fee was approved to support the infrastructure needs of the college. A transfer was made on June 30th from the Operations and Maintenance Fund to the Operations and Maintenance Fund Restricted, for the collected and unspent infrastructure fee revenues in FY 2014 in the amount of $490,185.92. In addition, Energy savings of $195,000 was also transferred.

Program support for the Child Development Center was budgeted in the Education Fund in the FY 2014 Budget. A transfer of $289,862.63 was made on June 30th from the Education Fund to the Auxiliary Fund for program support to the Child Development Center.

In FY 2014, expenditures exceeded revenues in the Employee Benefit Fund by $203,087.41. As in past years, benefit funds were budgeted to provide sufficient revenues to allow departments to be charged an additional health insurance premium. As a result of additional premiums, the majority of the FY 2014 deficit has been eliminated. As of the end of FY 2014, the fund will carry forward a positive balance of $1,055,421.

As discussed at the Board Budget Workshop, a transfer of $40,000 from the Restricted Fund to the Education Fund was made on June 30th to provide seed money for program expansion through the Special Initiative Fund.

AGENDA ITEM II.D.1

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

MOTION: Move for ratification of the attached resolution permanently transferring $289,862.63 from the Education Fund to the Auxiliary Fund, $685,185.92 from the Operations and Maintenance Fund to the Operations and Maintenance Restricted Fund, and $40,000 from the Restricted Fund to the Education Fund.

McDonald/Longhta/Patarozzi

AGENDA ITEM II.D.1

RESOLUTION
AUTHORIZING THE TRANSFER OF THE FOLLOWING FUNDS

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

WHEREAS, the amount of FY 2014 budgeted education funds is $289,862.63.

WHEREAS, the amount of FY 2014 budgeted operation and maintenance funds is $685,185.92.

WHEREAS, the amount of FY 2014 budgeted Restricted funds is $40,000.

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

NOW, THEREFORE BE IT RESOLVED, that the Treasurer of this District is hereby directed to transfer $289,862.63 from the Education to the Auxiliary Fund, $685,185.92 from the Operations and Maintenance Fund to the Operations and Maintenance Restricted Fund, and $40,000 from the Restricted Fund to the Education.

Signature _____
(Board Chair)

Witness _____
(Board Secretary)

McDonald/Longhta/Patarozzi

AGENDA ITEM II.E.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

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

DATE: August 27, 2014

The Consortium of Academic and Research Libraries in Illinois (CARLI) is LLCC's Academic Library Consortium and acts as the Library's broker for database and electronic book purchases. CARLI also provides the Library's integrated library system and other resource services. This blanket purchase order represents the membership fee for the Consortium and the I-Share assessment fee for the integrated library system, 17 electronic database resources, electronic books and link resolver.

Budget Impact:

Total Funds Requested: $68,355
Source of Funds: Operational Funds-various fund names
Projected Revenue: n/a
Projected Savings: n/a

$9,155 – Dues/Memberships
Membership and I-Share Assessment

$46,305 - Purchased Services
16 electronic databases

$5,725 – Perkins Grant
1 electronic database

$6,470 – Tech Fees
Electronic book package

$700 – Other Contractual Services
Link resolver

Tepatti/Howerter

AGENDA ITEM II.E.1

Student Learning Impact:

How will proposed agenda item impact student learning?

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

How will proposed agenda item be measured?

Electronic resource usage statistics are regularly collected and evaluated. Librarians assess the effectiveness and usefulness of online resources on an annual basis and make changes to the subscription package based on curricular needs and collection development criteria.

MOTION: Move to approve the payment of the CARLI Database and I-Share Assessment Membership Fees and the purchase of 17 electronic databases, electronic book package and link resolver.

Tepatti/Howerter

AGENDA ITEM II.E.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: EBSCO Purchase for Library

DATE: August 27, 2014

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

Budget Impact:

Total Funds Requested:	$34,500
Source of Funds:	Operational Funds-Publications/Periodicals
Projected Revenue:	n/a
Projected Savings:	n/a

Student Learning Impact:

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

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

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

Tepatti/Howerter

AGENDA ITEM II.F.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: August 27, 2014

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

The Illinois Department of Transportation has requested the Capital City Training Center partner with Novatech to hold eight Microsoft courses during the month of August. Approximately 80 employees will be trained in Springfield.

The Illinois Department of Central Management Services has requested that the Capital City Training Center partner with Global Knowledge to provide CISCO training for 16 CMS employees. The training will take place virtually as well as at Global Knowledge's facility in Schaumburg.

The Capital City Training Center seeks approval for a rider to the existing contract with MK Education to provide a Veterinary Assistant Course. The 150 hour course would begin in the Spring Semester of 2015 and carry an enrollment of a minimum of seven and a maximum twenty-five participants.

The Health Professions Department seeks approval to enter into a contract with America Ambulance, Springfield, Illinois to provide clinical site experience for students enrolled in the College's Emergency Medical Technician program. America Ambulance, Springfield, Illinois has facilities suitable for the educational needs of the students.

The Health Professions Department seeks approval to enter into a contract with Heartland Health System, Inc., d/b/a Fayette County Hospital to provide clinical site experience for students enrolled in the College's Occupational Therapy Assistant program. Fayette County Hospital has facilities suitable for the educational needs of the students.

McDonald/Patarozzi

AGENDA ITEM II.F.1

The Health Professions Department seeks approval to enter into a contract with Springfield Clinic, LLP to provide clinical site experience for students enrolled in the College's Medical Coding Specialist program. Springfield Clinic, LLP has facilities suitable for the educational needs of the students.

MOTION: **Move to approve the rider with MK Education in the amount of $15,750; approve the Clinical Site Agreement with America Ambulance; approve the Clinical Site Agreement with Heartland Health System, Inc.; approve the Clinical Site Agreement with Springfield Clinic, LLP**

McDonald/Patarozzi

TRAINING CONTRACTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Contract Total	Term
Contracts as informational: items under the CMS Master Agreement					
August 2014 IDOT BOA	The Illinois Department of Transportation has requested the Capital City Training Center partner with Novatech to hold eight Microsoft courses during the month of August. Approximately 80 employees will be trained in Springfield.	Illinois Department of Transportation	Capital City Training Center	$10,280	August 2014
CISCO Training for CMS Employees	The Illinois Department of Central Management Services has requested that the Capital City Training Center partner with Global Knowledge to provide CISCO training for 16 CMS employees. The training will take place virtually as well as at Global Knowledge's facility in Schaumburg.	Illinois Department of Central Management Services	Capital City Training Center	$54,000	August - October 2014
Contracts in Excess of $10,000					
MK Education Veterinary Assistant Course	The Capital City Training Center seeks approval for a rider to the existing contract with MK Education to provide a Veterinary Assistant Course. The 150 hour course would begin in the Spring Semester of 2015 and carry an enrollment of a minimum of seven and a maximum twenty-five participants.	MK Education	Capital City Training Center	$15,750	January – May 2015
TOTALS				**$80,030**	

CLINICAL AGREEMENTS

Agreement Title	Description	Contractor	LLCC Dept / Program	Term
Clinical Site Agreement with America Ambulance, Springfield, Illinois	The Health Professions Department seeks approval to enter into a contract with America Ambulance, Springfield, Illinois to provide clinical site experience for students enrolled in the College's Emergency Medical Technician program. America Ambulance, Springfield, Illinois has facilities suitable for the educational needs of the students.	America Ambulance, Springfield, Illinois	Health Professions Department/Emergency Medical Technician Program	Date of signing through indefinite
Clinical Site Agreement with Heartland Health System, Inc. d/b/a Fayette County Hospital	The Health Professions Department seeks approval to enter into a contract with Heartland Health System, Inc., d/b/a Fayette County Hospital to provide clinical site experience for students enrolled in the College's Occupational Therapy Assistant program. Fayette County Hospital has facilities suitable for the educational needs of the students.	Heartland Health System, Inc.	Health Professions Department/Occupational Therapy Assistant Program	Date of signing through one year
Clinical Site Agreement with Springfield Clinic, LLP	The Health Professions Department seeks approval to enter into a contract with Springfield Clinic, LLP to provide clinical site experience for students enrolled in the College's Medical Coding Specialist program. Springfield Clinic, LLP has facilities suitable for the educational needs of the students.	Springfield Clinic, LLP	Health Professions Department/Medical Coding Specialist Program	Date of signing through indefinite

AGENDA ITEM II.I.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Taylorville Code Compliance & Renovation – Change Order

DATE: August 27, 2014

At last month's meeting the Board approved the proposal from Halverson Construction Company, Inc. in the amount of $1,955,523, pending successful negotiations with the company to bring the proposal within the available budget. The budget amount, adjusted for asbestos testing, abatement, monitoring and reimbursables for printing, etc. is $1,717,414. A value engineering process undertaken by the College, the architect and the contractor resulted in a net reduction to the proposed cost of the project of $314,241, by changing the scope of the project and some of the materials to be used.

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

Item #	Description	Cost
	LLCC/ICCB Approved Budget	$1,900,541
	ACM Testing/Abatement/Monitoring/Printing, etc.	**$ 183,127**
	Available funding for Construction and Contingency	$1,717,414
	Original Proposal from Halverson Construction	$1,955,523
	Deficit	**$ 238,109**
RFP/CO-1	Net Reduction from Changes in Scope of Work and Materials	**$ 314,241**
Balance remaining for project contingency:		$76,132

Budget Impact:

Total Funds Requested: $0
Source of Funds: Protection, Health & Safety
Projected Revenue: n/a
Projected Savings: n/a

McDonald/Garvey

AGENDA ITEM II.I.1

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 deductive change order in the amount of $314,241 for the Taylorville Code Compliance & Renovation as presented which establishes a project contingency in the amount of $76,132.

McDonald/Garvey

AGENDA ITEM II.I.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Variable Frequency Drive Replacement - Change Orders

DATE: August 27, 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	Deductive change order for performance & payment bond deletion.	- $1,664.00
E-002	Interface new VFD's with building BAS.	$3,631.36
	Total:	$1,967.36
Amount of project contingency:		$16,640.00
Less previously approved change orders:		$0.00
Change order(s) presented for ratification:		$1,967.36
Less other consultant fees/permits to date:		$0.00
Amount of contingency remaining:		$14,672.64

Budget Impact:

Total Funds Requested: $1,967.36
Source of Funds: Protection, 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 and leisure activities take place.

McDonald/Garvey

AGENDA ITEM II.I.2

How will proposed agenda item be measured?

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

MOTION: Move to ratify the listed change orders in the amount of $1,967.36 for the Variable Frequency Drive Replacement as presented.

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: August 27, 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.

MOTION: Move to approve language change to Board Policy 8.14 - Holidays

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.

IV. Information Items

AGENDA ITEM IV.A.3.a

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: August 27, 2014

POSITION VACANCIES

Classified
Admissions and Registration Services Representative (FT)
Building Custodian (FT)
Program Assistant, Advising & Counseling (FT)
Program Assistant, Retention & Student Success (FT)

Professional
Network Administrator (FT)

Administrative
Associate Dean, Nursing (FT)
Director, Admissions, Records and Registration (FT)

Faculty
Surgical Technology Instructor (Temporary-one semester)

HIRES

Kevin Cline	Grounds Maintenance Worker	8/18/14
Christina Courier	Program Assistant, Aviation	8/11/14
JoAnne Stephens	Child Development Assistant	8/25/14

Resignations

Thomas Willard	Systems Administrator II	8/06/14

AGENDA ITEM IV.A.3.a

Job Description Questionnaire (JDQ) Review

Name	Position	Salary Grade
Robin Ackman	Student Accounts Manager	I
Linda Carman	Custodial Shift Supervisor	F

AGENDA ITEM IV.A.3.b

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: August 27, 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:

Capital Renewal Projects – FY'13

Masonry Repairs to Sangamon, Menard and Cass
This project is managed by the CDB. The initial bid opening was held on March 13th. The CDB decided to rebid the project and the second bid opening was held on Aug 7th. The bids are under review by the CDB and we anticipate a recommendation for award in October.

PHS Projects – FY'11

Campus Boulevard Lighting Replacement
Contract Documents are being prepared.

Variable Frequency Drive Units Replacement
The project is underway.

PHS Projects – FY'14

Sangamon Hall Boiler Replacement
The Construction Documents are being prepared in anticipation of a bid opening this month.

Taylorville Code Compliance and Renovation

A deductive change order to reduce the project cost to the available budget and establish a project contingency is before you this evening.

Budget Impact:

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

Student Learning Impact:

How will proposed agenda item impact student learning?

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

How will proposed agenda item be measured?

Each of these projects is measured first by completion within the predetermined budget and time allotted for completion, and then by the satisfaction of the users and stakeholders.

All Capital Projects

The following information is a reflection of information that has been provided to the Finance Department as of July 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	10,465	-	10,465	-	917	9,548	91.24%
	70923	Variable Frequency Drive Units	L	204,571	187,417	1,967	189,384	-	28,506	160,878	84.95%
FY2011 PHS Total				**305,447**	**197,882**	**1,967**	**199,849**	**-**	**29,423**	**170,426**	**85.28%**
FY2012 PHS	70925	Generation Plant	L	728,354	831,688	(180,047)	651,641	-	634,946	16,695	2.56%
FY2012 PHS Total				**728,354**	**831,688**	**(180,047)**	**651,641**	**-**	**634,946**	**16,695**	**2.56%**
FY2014 PHS	70930	Taylorville PHS Code Compliance Renovation Project	L	1,900,541	2,131,761	(314,241)	1,817,520		105,635	1,711,885	94.19%
FY2014 PHS Total				**1,900,541**	**2,131,761**	**(314,241)**	**1,817,520**		**105,635**	**1,711,885**	**94.19%**
Infrastructure Fee	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				**1,001,600**	**717,000**		**717,000**		**23,621**	**693,379**	**96.71%**
Funding Bonds	77903	Front Entry Improvements	L	720,000	700,559	3,299	703,858		690,620	13,238	1.88%
Funding Bonds Total				**720,000**	**700,559**	**3,299**	**703,858**		**690,620**	**13,238**	**1.88%**
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				**10,732,362**	**4,654,050**	**(489,021)**	**4,165,029**	**-**	**1,484,246**	**2,680,783**	**64.36%**

Notations:

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

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

AGENDA ITEM IV.A.6.a

AGENDA MASTER CALENDAR

SEPTEMBER 2014	OCTOBER 2014	NOVEMBER 2014	DECEMBER 2014
• 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	• Adopt CY'14 Property Tax Levy • Board Meeting 12/17/14
JANUARY 2015	**FEBRUARY 2015**	**MARCH 2015**	**APRIL 2015**
• 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	• FY'16 Preliminary Revenue Estimate • Seating of New Student Trustee • Student Recognition Ceremony • Board Meeting 4/22/15
MAY 2015	**JUNE 2015**	**JULY 2015**	**AUGUST 2015**
• 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	• Board Meeting 8/26/15

V. Strategic Discussion

AGENDA ITEM V.A

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: LLCC Facilities Department Presentation

DATE: August 27, 2014

As part of our ongoing commitment to provide the Board with valuable information about College services, Dave Bretscher, Director of Facilities, will present information about the LLCC Facilities Department for our August strategic discussion.