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

AGENDA
REGULAR MEETING

Wednesday, April 22, 2015
5:15 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 April 22, 2015 Meeting
   D. Seating of New Student Board Member and Oath of Office
   E. Board Organization and Election of Officers
   F. Introductions and Recognitions
      1. Student Elections
   G. Hearing of Citizens

II. Consent Agenda
   A. Approval of Minutes of the Regular Meeting of March 25, 2015
   B. Ratify Payments of Cash Disbursements for March and the March
      Treasurer’s Report
   C. Out-of-State Travel
      1. Ratification of Out of State Travel
      2. Approval of Out of State Travel
   D. Budget/Financial Items
   E. Purchasing
      1. Furniture for Taylorville
      2. IT Equipment for Taylorville
   F. Contracts/Agreements
   G. Monthly Grant Status Report
   H. Facility Leases
   I. Construction Items
      1. Boulevard Lighting Upgrade Change Order
      2. Taylorville Code Compliance & Renovation Change Order
   J. Other Items
III. Action Agenda

A. Policies
   1. Proposed Language Change to Board Policy 1.11- Alcohol, Tobacco and Other Drugs ................................................................. 40

B. Academic Services Division Items

C. Student Services Division Items

D. Administrative Services Division Items
   1. Health Insurance Rates for FY 2016 ............................................. 42

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 ............................................. 46
      b. Construction Progress Update ......................................... 47
      c. Quarterly Budget Transfer Report .................................. 50
      d. Monthly Financial Report

   4. Information Technology Systems
   5. Workforce Development and Community Education
   6. Executive Division
      a. Review of Agenda Master Calendar .................................. 52

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. Informational Presentation Regarding Goals 3 & 4 of the Strategic Planning Dashboard ................................................................. 54

VI. Executive Session

VII. Actions from Open/Executive Session

VIII. Adjournment
I. Preliminary Matters
Lincoln Land Community College
Board of Trustees

As a student member of the Lincoln Land Community College Board of Trustees having been elected to serve the citizens of Illinois Community College District 526,

I DO SOLEMNLY SWEAR TO

• Support the mission of the College;

• Seek to understand and represent the educational needs of the people of the District;

• Comply with all legal responsibilities and abide by the highest ethical standards;

• Support the Constitutions of the State of Illinois and the United States of America.

From this Twenty Second day of April Two Thousand Fifteen throughout my term as a member of the Lincoln Land Community College Board of Trustees.

Signed and sworn to April 22, 2015

Chairman of the Board of Trustees
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Board Organization and Election of Officers

DATE: April 22, 2015

Board reorganization includes election of the following officers:

Chair - The Chair presides at all meetings, rules on questions of order and performs such other duties as are imposed by law or Board action. The Chair or Chair’s designee signs district contracts and other official documents.

Vice Chair - The Vice Chair performs the duties of the Chair in the Chair’s absence.

Secretary - The Secretary is responsible for maintaining an accurate record of Board proceedings and Board correspondence, and for overseeing elections as required by the Illinois Public Community College Act and the Illinois Election Code. The Secretary is also responsible for notices required from time-to-time to conduct the business of the district.

After voting, it is appropriate for the newly-elected Chair to assume their seat.

MOTION: Move to nominate ____________________ as Chair of the LLCC Board of Trustees; nominate ______________ as Vice Chair of the LLCC Board of Trustees; and nominate ________________ as Secretary of the LLCC Board of Trustees.

MOTION: Move to close nominations for Chair, Vice Chair, and Secretary of the Board of Trustees.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
        President

SUBJECT: Student Elections

DATE: April 22, 2015

Student government elections were held April 6-8, 2015. As you know, the new Student Trustee will be seated at the April meeting of the Board of Trustees. In addition, Michelle Burger will introduce those other students elected to office this month. Elected students include:

**Student Trustee**
Madison Baker

**SGA President**
Nathan Bauser

**SGA Vice President**
Alyssa Boyd

**SGA Treasurer**
Robert Bentley

**SGA Secretary**
Emily Tomlin

**SGA Business & Technologies Representative**
Katie Robinson

**SGA Social Sciences Representative**
Carrie Darr

**SGA Representative At Large**
Katrina Shelton
II. Consent Agenda
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 March 25, 2015 at 5:20 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. Gentry, Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi, Mr. Shackelford, Mr. Gray, Mr. Findley and Mr. Reichert.

B. Pledge of Allegiance

Chairman Reichert led the audience in the pledge of allegiance.

C. Adoption of Agenda of the March 25, 2015 Meeting

MOTION NO. 03-25-15-1:

Mr. Findley moved to adopt the agenda of March 25, 2015 meeting. Mr. Wesley seconded.

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

D. Introductions and Recognitions

1. Author Dr. Chris McDonald

Dr. Warren recognized members of the LLCC Press, Andrew Blaylock, Ryan Roberts and Lynn Whalen, in their work with the LLCC Press and their work in promoting Political Science Professor, Dr. Chris McDonald’s new book “Three Lying or Four Sitting”- From
the Front in a Ford”. Dr. McDonald stated his book is a collection of edited letters written by Springfield native and Harvard student, Kent Dunlap Hagler. As an 18 year old, Mr. Hagler was denied entry into the U.S. military forces, and then chose to become a volunteer ambulance driver with the American Field Service. Over a two-year period, Mr. Hagler sent home many letters providing his eyewitness account of WWI. Dr. McDonald has requested all proceeds from his book sales to benefit the LLCC Foundation general scholarship fund in honor of Kent Dunlap Hagler.

E. Hearing of Citizens - None

II. Consent Agenda

**MOTION NO. 03-25-15-2:**

Mr. Gray moved to:

- approve the minutes of the Regular Meeting of February 25, 2015;
- ratify disbursements of the bi-monthly checks, E-Commerce Refunds, ACH and Wire transactions issued during February 2015 and ratify the February 28, 2015 Treasurer’s Report;
- approve ratification of out-of-state travel for the attached list of individuals with the previously noted change;
- approve out-of-state travel for the attached list of employees;
- approve the purchase of one conventional tractor truck from Truck Centers in the amount of $106,117 and one semi-trailer from Jim Hawk Truck Trailers in the amount of $28,961 in accordance with the terms, conditions, and specifications of Request for Proposal #FY2015-7;
- approve the purchase of seven PowerEdge Servers and one 10 Gigabit Storage Center from HIPSKIND TSG in the amount of $193,080.00;
- approve a Memorandum of Understanding with The Center for Legal Studies in the amount $30,936; approve the Clinical Site Agreement with Taylorville Care Center; Approve the Clinical Site Agreement with Consonus Healthcare. Move to ratify the agreement with the U.S. Army Illinois National Guard in the amount of $28,800;
- ratify the agreement with the Illinois Community College Board in the amount of $20,000;
- approve a 36 month parking lease agreement for the Capital City Training Center;
- ratify the listed change orders in the aggregate amount of $5,060.62 for the Taylorville Code compliance & Renovation as presented; and
AGENDA ITEM II.A

- approve the Base Bid and Alternate Bid #1 Henson Robinson Company in the total amount of $177,994, to complete the Montgomery Hall Roof Replacement Project at LLCC’s Main Campus and to establish a project contingency in the amount of $17,800, for an aggregate amount of $195,794.

Mr. Shackelford seconded.

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

III. Action Agenda

A. Policies – None

B. Academic Services Division Items - None

1. Sabbatical Leave Recommendation for 2015-2016

Request approval of a sabbatical leave for Cara Swafford, Associate Professor English, for the 2015-2016 Academic year. Ms. Swafford’s sabbatical leave proposal is focused on students with learning disabilities and how they can be helped in the area of academic writing.

MOTION NO. 03-25-15-3:

Mr. Gray moved to approve a sabbatical leave for Cara Swafford for the Fall 2015 Semester. Mr. Fulgenzi seconded.

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

C. Student Services Division Items - None

D. Administrative Services Division Items - None

E. Information Technology Systems Items - None

F. Workforce Development and Community Education Items – None
G. Executive Division Items - None

IV. Information Items

A. Staff Reports

1. Academic Services - None

2. Student Services – None

3. Administrative Services
   a. Position Vacancies and Hires

   This updated item includes two internal promotions from Police Officer to Police Sergeant, allowing LLCC to have a Sergeant present on the main campus, during the evening hours, to handle administrative duties.

   b. Construction Progress Update

   The Taylorville Code Compliance and Renovation project is moving along well, which will allow LLCC to hold the July 2015 Board of Trustees meeting in Taylorville.

4. Information Technology Systems – None

5. Workforce Development and Community Education - None

6. Executive Division
   a. Review of Agenda Master Calendar

   A new Student Trustee will be seated at the April Board of Trustees meeting. Dr. Warren noted there will not be an Adult Ed Recognition Ceremony this year and reminded Trustees of Commencement on May 15.

B. President’s Report

LLCC’s Professional Development Day was held on March 24, featuring an Innovation Celebration in the A. Lincoln Commons which highlighted innovative teaching practices, projects, services, and a poster display.
The Army School for Cooks used the Bistro Verde and its food and baking labs for their training program on March 7 – 15, when LLCC was closed for mid-semester break.

Beginning March 26, 2015, LLCC’s Bistro Verde will offer fine lunch dining, featuring an Italian theme, on Tuesday and Thursdays throughout the Spring Semester.

For the fourth consecutive year, the LLCC Quiz Bowl Team competed in the National Academic Quiz Tournaments Community College Championships.

LLCC’s Model Illinois Government class participated in the 37th Annual Model Illinois Government simulation, held at the Illinois State Capitol. Two LLCC students were honored with awards and five LLCC students were elected to leadership positions.

During the month of March, LLCC hosted; the Illinois Junior Academy of Science Regional Science Fair, the Rube Goldberg Engineering Competition and the Third Annual College Prep Summit.

A new column, “Epicuriosity 101” will be featured every Wednesday on the State Journal-Register’s food page. It will be alternately written by Jay Kitterman, Marnie Record and Nancy Sweet.

LLCC English Professor, Jason Dockter, recently earned his Ph.D. by successfully defending his dissertation “Multimodality, Migration, and Accessibility in Online Writing Instruction”.

Philip Lasseigne, Grant Coordinator for Illinois State Representative Rodney Davis visited LLCC’s main campus, on March 4, meeting with College administration and touring the Workforce Development Center.

Dr. Warren attended the Illinois Council of Community College Presidents and both she and Vice Chairman, Craig Findley, attended the Illinois Community College Trustees Association (ICCTA) meeting in Naperville on March 13-14, 2015. Discussion and presentations centered on legislative issues and the consideration of baccalaureate programs offered in applied technologies, allied health, and nursing, at Illinois Community Colleges. Mr. Findley offered information on the ICCTA meeting which is referenced below in “Other Board Members’ Reports”.

Graphic Design Manager, Greg Walbert’s art exhibit titled “All Over the Place” is currently on display in the James S. Murray Gallery.

LLCC’s Trutter Center is one of four Springfield education and arts venues partnering to present Pro Text Art Exhibits, with “Text by Design” being featured in March.
The Brick House Brass Quintet performed “Brassin Around the Ages” as part of the LLCC Recital Series on March 22.

The Trutter Center will be the site of a Springfield Mayoral Candidate Forum hosted by Local First Springfield, on March 27.

The LLCC Foundation’s LEAGUE campaign began on March 24 as part of Professional Development Day. In the first afternoon of the employee giving campaign, LLCC’s generous faculty and staff pledged nearly $40,000.

C. Report from Faculty Association - None

D. Report from Classified Staff - None

E. Report from Professional Staff - None

F. Report from Facilities Services Council - None

G. Chairman’s Report - None

H. Secretary’s Report - None

Mr. Wesley thanked Mr. Findley for representing him and LLCC, in his absence, at the March 13-14 Illinois Community College Trustees Association meeting.

I. Foundation Report - None

J. Other Board Members’ Reports

Mr. Findley attended the March 13-14 Illinois Community College Trustees Association’s (ICCTA) meeting in Naperville which included a seminar entitled Presentation on Applied Baccalaureate Degree Granting Authority for Community Colleges. The presentations provided an opportunity to hear perspectives from those with expertise, which have previously gone through a state baccalaureate approval process. The ICCTA members present decided not take a vote on their position in regard to the community colleges awarding bachelor’s degrees in nursing, allied health, and applied technologies and instead chose to adopt a motion inviting all appropriate stakeholders to take part in an examination of Illinois community colleges offering these specific bachelor degrees. Mr. Findley stated the ICCTA members present, felt taking this action would provide the entire higher education community, and business partners, the opportunity to be actively involved in the decision making process. ICCTA believed this action would ensure they
were fulfilling the community college mission to provide high quality and affordable education for all, while also meeting local and community needs.

Mr. Gentry reported the LLCC Student Government Association (SGA) has worked this past year to reduce expenditures in the SGA budget, while continuing to be very active. Some of their upcoming events include:

- Promotion event for upcoming student elections
- Ice Skating in the cafeteria
- Commit to Quit Campaign
- Stress Reduction
- Student Advocacy Day

Mr. Gentry stated there has been a notable increase of interest in student elections this year.

V. **Strategic Discussion**

   A. *Informational Presentation Regarding Goal 2 – Financial Strength*

Mr. McDonald, Vice President of Administrative Services provided a presentation on Goal 2 – Financial Strength, of the College’s Strategic Dashboard. Mr. McDonald’s explained his presentation utilized FY14 Operating funds data, from the most recent audited College financial statement. He reviewed Goal 2’s four main components: Revenue Contribution Ratios; Demand Ratios; Composite Financial Strength Ratios; and External Funding; stating all four measurements were in the green zone and further explained how the key indicators support the four main components of this goal.

V. **Executive Session**

**MOTION NO. 03-25-15-4:**

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. Wesley seconded.

Those members voting aye were Mr. Gentry, Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi, Mr. Shackelford, Mr. Gray, Mr. Findley and Mr. Reichert. PASSED
MOTION NO. 03-25-15-5:
Mr. Findley moved to return to open session. Mr. Shackelford seconded.

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

VI. Actions from Executive Session

MOTION NO. 03-25-15-6:
Mr. Findley moved to approve the attached employment recommendations. Mr. Fulgenzi seconded.

Those members voting aye were Mr. Gentry, Mr. Rosenthal, Mr. Wesley, Mr. Fulgenzi, Mr. Shackelford, Mr. Findley and Mr. Reichert. Mr. Gray abstained from the vote. PASSED

VII. Adjournment

MOTION NO. 03-25-15-7:
Mr. Findley moved to adjourn the meeting. Mr. Shackelford seconded.

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

The meeting adjourned at 6:52 p.m.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratification of Out-of-State Travel

DATE: March 25, 2015

<table>
<thead>
<tr>
<th>Name</th>
<th>Meeting</th>
<th>Location</th>
<th>Date</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harmon, Bill and Ag Club (Approx. 6 Students)</td>
<td>National Postsecondary Agriculture Students Conference</td>
<td>Boise, ID</td>
<td>3/10-3/14/15</td>
<td>Foundation Grant* Club Funds** Faculty Allocation***</td>
<td>$7,539</td>
</tr>
</tbody>
</table>

*$3,700.00
**$3,392.00
*** $447.00
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Out-of-State Travel

DATE: March 25, 2015

<table>
<thead>
<tr>
<th>Name</th>
<th>Meeting</th>
<th>Location</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bixby, Ruth</td>
<td>American Occupational Therapy Association</td>
<td>Nashville, TN</td>
<td>Faculty Development</td>
<td>$2,066*</td>
</tr>
<tr>
<td>Butzow, Dean</td>
<td>Concepts of Teaching Introductory Meteorology</td>
<td>Dayton, OH</td>
<td>Faculty Development</td>
<td>$889</td>
</tr>
<tr>
<td>Dockter, Jason</td>
<td>Computers and Writing Conference</td>
<td>Menomonie, WI</td>
<td>Faculty Development</td>
<td>$1,253</td>
</tr>
<tr>
<td>Ecklund, Don and Phi Theta Kappa (Approx. 6 Students)</td>
<td>Phi Theta Kappa International Convention</td>
<td>San Antonio, TX</td>
<td>Club Trip</td>
<td>$4,769***</td>
</tr>
<tr>
<td>Gentry, Brad</td>
<td>2015 International Association of Campus Law Enforcement Administrators Conference</td>
<td>Nashville, TN</td>
<td>Administrative</td>
<td>$1,990</td>
</tr>
<tr>
<td>Henry, Bobette</td>
<td>Association of Institutional Research</td>
<td>Denver, CO</td>
<td>Professional Development</td>
<td>$2,076</td>
</tr>
<tr>
<td>Hoff, Joe</td>
<td>97th Annual American Association of Teachers of Spanish and Portuguese Conference</td>
<td>Denver, CO</td>
<td>Faculty Development</td>
<td>$1,680</td>
</tr>
<tr>
<td>Hovey, Christie</td>
<td>Cite 2015-Online Learning Conference</td>
<td>Orlando, FL</td>
<td>Faculty Development</td>
<td>$1,107*</td>
</tr>
<tr>
<td>Humphrey, Tim</td>
<td>Gateway Course Experience</td>
<td>Charlotte, NC</td>
<td>Administrative</td>
<td>$1,505</td>
</tr>
<tr>
<td>Johnson-Tillman, Tameka</td>
<td>Gateway Course Experience</td>
<td>Charlotte, NC</td>
<td>Faculty Development</td>
<td>$1,505</td>
</tr>
<tr>
<td>Kramer, Ann and CEW 121 (Approx. 36 Students)</td>
<td>Kentucky Tour</td>
<td>Lexington, KY; Louisville, KY</td>
<td>Community Education Class Trip</td>
<td>$14,977**</td>
</tr>
<tr>
<td>Kujawa, Tricia</td>
<td>Association of Institutional Research</td>
<td>Denver, CO</td>
<td>Administrative</td>
<td>$2,026</td>
</tr>
<tr>
<td>Name</td>
<td>Event/Activity</td>
<td>Location</td>
<td>Category</td>
<td>Amount</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------------------------------------</td>
<td>------------------</td>
<td>-------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Lovekamp, Janice</td>
<td>Accreditation Review Council on Education in Surgical Technology and Surgical Assisting Site Visit</td>
<td>Atlanta, GA</td>
<td>Paid by Accreditation Review Council on Education in Surgical Technology and Surgical Assisting</td>
<td>$0</td>
</tr>
<tr>
<td>Szoke, Jan</td>
<td>Focus Spring 2015</td>
<td>Orlando, FL</td>
<td>Administrative</td>
<td>$1,644*</td>
</tr>
<tr>
<td>Tepatti, Eileen</td>
<td>American Association of Community Colleges Annual Convention</td>
<td>San Antonio, TX</td>
<td>Administrative</td>
<td>$2,437</td>
</tr>
<tr>
<td>Vaughn, George</td>
<td>American Literature Association</td>
<td>Boston, MA</td>
<td>Faculty Development</td>
<td>$450</td>
</tr>
<tr>
<td>Wright, Valerie</td>
<td>Nursing Director Leadership Meeting</td>
<td>Denver, CO</td>
<td>Administrative</td>
<td>$1,173*</td>
</tr>
<tr>
<td>Yenerall, Kirk and Robotics Club (Approx. 5 Students)</td>
<td>Sumo Robot Competition</td>
<td>Cedar Falls, IA</td>
<td>Club Trip</td>
<td>$336***</td>
</tr>
</tbody>
</table>

*Grant Funds
**Student Fees
***Club Funds
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
       President

SUBJECT: Employment Recommendations

DATE: March 25, 2015

We recommend the following personnel actions:

FACULTY

A. Approve the employment of Mr. Gregory Snyder as Chemistry Instructor. Mr. Snyder earned a MS in Chemistry from Purdue University and a Bachelor of Science in Chemistry from the University of Kentucky. He has been an adjunct instructor at LLCC in Chemistry and Math for three years. His employment will be effective August 20, 2015, and placement will be on Column Masters, Step 4 of the 2014-15 faculty salary schedule. A copy of his curriculum vitae is attached.

B. Approve the employment of Ms. Adrienne Range as Biology/Anatomy & Physiology Instructor. Ms. Range earned a Master of Science degree in Human Biology from the University of Saint Joseph and a Bachelor of Science in Biology from Illinois College. She has been a high school biology educator at North Mac High School for the past 5+ years and is currently an adjunct Anatomy instructor for LLCC. Her employment will be effective August 20, 2015, and placement will be on Column Masters, Step 9 of the 2014-15 faculty salary schedule. A copy of her curriculum vitae is attached.

Please note that placement has been made on the current salary schedule and once faculty contract negotiations are complete, there may be an adjustment based on the new negotiated salary schedule for 2005-16.
C. Approve an additional one-semester employment contract for Deana Schenk as English Instructor for the Fall 2015 semester. Ms. Schenk served as a one-semester, English instructor for Spring 2015 and Fall 2014. Her employment would be effective August 20, 2015 and continue through December 16, 2015. A copy of her curriculum vitae is attached.

ADMINISTRATIVE

A. Retirements

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>DEPARTMENT</th>
<th>EFFECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ruth Bixby</td>
<td>Director, OTA Program</td>
<td>Health Professions</td>
<td>07/31/15</td>
</tr>
</tbody>
</table>

B. The following administrators are being recommended for continued employment for the 2015-16 year:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bade, William</td>
<td>Dean, Mathematics and Sciences</td>
</tr>
<tr>
<td>Barry, Christopher</td>
<td>Director, Retention &amp; Student Success</td>
</tr>
<tr>
<td>Bernahl, Joni</td>
<td>Director, IT Service &amp; Support</td>
</tr>
<tr>
<td>Bixby, Ruth</td>
<td>Program Director, Occupational Therapy Assistant</td>
</tr>
<tr>
<td>Blaylock, Andrew</td>
<td>Director, Campus Services</td>
</tr>
<tr>
<td>Bretsch, Dave</td>
<td>Director, Facilities</td>
</tr>
<tr>
<td>Broderick, Victor</td>
<td>Dean, Social Sciences</td>
</tr>
<tr>
<td>Buerkett, Lyn</td>
<td>Director, Adult Education and Literacy</td>
</tr>
<tr>
<td>Byer, Shanda</td>
<td>Director, Admissions, Records &amp; Registration</td>
</tr>
<tr>
<td>Clevenger, Julie</td>
<td>Executive Director, Center for Academic Success</td>
</tr>
<tr>
<td>Collier, Lisa</td>
<td>Associate Vice President, Enrollment Services</td>
</tr>
<tr>
<td>Cruz, Esteban</td>
<td>Chief Information Officer</td>
</tr>
<tr>
<td>Frederick, Lesley</td>
<td>Vice President, Student Services</td>
</tr>
<tr>
<td>Garvey, Hugh</td>
<td>Assistant Vice President, Construction</td>
</tr>
<tr>
<td>Gentry, Brad</td>
<td>Chief of Police</td>
</tr>
<tr>
<td>Green, David</td>
<td>Dean, Business and Technologies</td>
</tr>
<tr>
<td>Howard, Robert</td>
<td>Director, Truck Driver Training Center</td>
</tr>
<tr>
<td>Name</td>
<td>Position and Department</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>Howerter, Wendy</td>
<td>Dean, District Learning Resources</td>
</tr>
<tr>
<td>Humphrey, Tim</td>
<td>Dean, Arts &amp; Humanities</td>
</tr>
<tr>
<td>Johnson, Leslie</td>
<td>Assistant Vice President, Student Success</td>
</tr>
<tr>
<td>Jozaitis, Judy</td>
<td>Vice President, Workforce Development and Community Education</td>
</tr>
<tr>
<td>Kuhn-Schnell, Tamara</td>
<td>Associate Dean, Library</td>
</tr>
<tr>
<td>Kujawa, Tricia</td>
<td>Director, Institutional Effectiveness</td>
</tr>
<tr>
<td>Lamb, Barry</td>
<td>Director, Instructional Technology Services</td>
</tr>
<tr>
<td>Liesen, Diane</td>
<td>Director, Electroneurodiagnostics Program</td>
</tr>
<tr>
<td>Longhta, Karie</td>
<td>Associate Vice President, Finance</td>
</tr>
<tr>
<td>Lovekamp, Janice</td>
<td>Program Director, Surgical Technology</td>
</tr>
<tr>
<td>Luebbert, Paula</td>
<td>Assistant Vice President, Corporate/Government Training &amp;</td>
</tr>
<tr>
<td></td>
<td>Economic Development</td>
</tr>
<tr>
<td>Lust, Kevin</td>
<td>Director, Small Business Development Center</td>
</tr>
<tr>
<td>Maskey, Cynthia</td>
<td>Dean, Health Professions</td>
</tr>
<tr>
<td>McDonald, Lorie</td>
<td>Director, LLCC-Litchfield</td>
</tr>
<tr>
<td>McDonald, Todd</td>
<td>Vice President, Administrative Services</td>
</tr>
<tr>
<td>Murphy, Janelle</td>
<td>Program Director – Associate Degree Radiography</td>
</tr>
<tr>
<td>Parton, Rebecca</td>
<td>Associate Dean, Instructional Technology &amp; Distance Education</td>
</tr>
<tr>
<td>Patarozzi, Rachel</td>
<td>Director, Budget &amp; Fiscal Services</td>
</tr>
<tr>
<td>Pietrzak, David</td>
<td>Program Director - Aviation</td>
</tr>
<tr>
<td>Ralph, Nicole</td>
<td>Director, Employment &amp; Benefits</td>
</tr>
<tr>
<td>Randsdell, Junell</td>
<td>Associate Vice President, Human Resources</td>
</tr>
<tr>
<td>Ray, Mary Beth</td>
<td>Director, Advising, Counseling &amp; Career Services</td>
</tr>
<tr>
<td>Rhodes, Laura</td>
<td>Director, Child Development Center</td>
</tr>
<tr>
<td>Riggle, Ron</td>
<td>Director, Athletics</td>
</tr>
<tr>
<td>Roth, Ben</td>
<td>Director, Systems &amp; IT Infrastructure</td>
</tr>
<tr>
<td>Rourke, Julie</td>
<td>Director, Workforce Development</td>
</tr>
<tr>
<td>Sanders, Karen</td>
<td>Executive Director, Foundation</td>
</tr>
<tr>
<td>Simpson, Susan</td>
<td>Director, Institutional Research</td>
</tr>
<tr>
<td>Stallman, Scott</td>
<td>Executive Director, Educational Service Area</td>
</tr>
<tr>
<td>Stout, Jamie</td>
<td>Director, Community Education</td>
</tr>
<tr>
<td>Szoke, Jan</td>
<td>Program Director, Respiratory Care</td>
</tr>
<tr>
<td>Tepatti, Eileen</td>
<td>Vice President, Academic Services</td>
</tr>
<tr>
<td>Whalen, Lynn</td>
<td>Executive Director, Public Relations &amp; Marketing</td>
</tr>
<tr>
<td>Wright, Valerie</td>
<td>Associate Dean, Nursing</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratify Payments of All Cash Disbursements for March and the
March Treasurer’s Report

DATE: April 22, 2015

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 Cash Disbursement Register including the Check Register of bi-
monthly accounts payable checks, E-commerce refunds, ACH and
Wire transactions issued during March 2015 (payments for purchase
order payments, equipment, supplies, lease payments, maintenance
agreements, travel, employee reimbursements, membership dues,
subscriptions, club vouchers, medical claim payments, 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 March 31, 2015.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce
refunds, ACH and Wire transactions issued during March 2015
and ratify the March 31, 2015 Treasurer’s Report.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratification of Out-of-State Travel

DATE: April 22, 2015

<table>
<thead>
<tr>
<th>Name</th>
<th>Meeting</th>
<th>Location</th>
<th>Date</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jozaitis, Judy</td>
<td>Midwest Transportation Workforce Center Advisory Meeting</td>
<td>Madison, WI</td>
<td>April 21-22, 2015</td>
<td>Paid by the University of Wisconsin</td>
<td>$0</td>
</tr>
<tr>
<td>Suchland, Colin</td>
<td>Midwest Sociological Society Annual</td>
<td>Kansas City, MO</td>
<td>March 27, 2015</td>
<td>Faculty Development</td>
<td>$216</td>
</tr>
<tr>
<td>Swafford, Cara</td>
<td>Popular Culture Association/American Culture Association</td>
<td>New Orleans, LA</td>
<td>April 1-4, 2015</td>
<td>Faculty Development</td>
<td>$1,453</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Out-of-State Travel

DATE: April 22, 2015

<table>
<thead>
<tr>
<th>Name</th>
<th>Meeting</th>
<th>Location</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheek, Sharon</td>
<td>National Institute for Staff and Organizational Development Excellence Award</td>
<td>Austin, TX</td>
<td>Faculty Development</td>
<td>$1,981</td>
</tr>
<tr>
<td>Cox, Dave and BIO-209 (Approx. 15 Students)</td>
<td>BIO-209</td>
<td>Belize</td>
<td>Class Trip</td>
<td>$28,000*</td>
</tr>
<tr>
<td>Johnson, Leslie</td>
<td>Academy for Student Conduct Administration Gehring Academy</td>
<td>Indianapolis, IN</td>
<td>Administrative</td>
<td>$2,168</td>
</tr>
<tr>
<td>Lovekamp, Janice</td>
<td>Association of Surgical Technicians National Conference</td>
<td>San Antonio, TX</td>
<td>Paid by the Illinois State Assembly of the Association of Surgical Technologists</td>
<td>$0**</td>
</tr>
<tr>
<td>McDonald, Todd</td>
<td>National Association of College and University Business Officers 2015 Annual Meeting</td>
<td>Nashville, TN</td>
<td>Administrative</td>
<td>$2,256</td>
</tr>
<tr>
<td>Murphy, Janelle</td>
<td>American Society of Radiologic Technologists 2015 Leadership Academy for Educators</td>
<td>Albuquerque, NM</td>
<td>Administrative</td>
<td>$150**</td>
</tr>
<tr>
<td>Warren, Charlotte</td>
<td>American Association of Community Colleges President’s Academy</td>
<td>Austin, TX</td>
<td>Administrative</td>
<td>$2,724</td>
</tr>
<tr>
<td>Watkins, Danyel</td>
<td>National Association for the Education of Young Children Professional Development Institute Conference</td>
<td>New Orleans, LA</td>
<td>Faculty Development</td>
<td>$1,955</td>
</tr>
<tr>
<td>Wright, Valerie</td>
<td>Nursing Director Leadership Meeting</td>
<td>Denver, CO</td>
<td>Administrative</td>
<td>$1,048</td>
</tr>
</tbody>
</table>

*Student Fees
**Flight & Lodging Expenses Paid by American Society of Radiologic Technologists
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Furniture for Taylorville

DATE: April 22, 2015

As the completion of the LLCC-Taylorville remodel begins to draw near, there is a need to furnish the building. LLCC-Taylorville will house classrooms, a lab, a student lounge, an assessment area and offices. We have once again decided to take advantage of joint purchasing provisions that allow the college the opportunity to procure quality furniture at discounted prices that have already been successfully bid.

We are seeking Board approval to purchase workstations and tables from Krueger International (KI), Green Bay, WI, at a total delivered and installed cost of $26,323.82, and chairs from Lincoln Office, Washington, IL at a total delivered and installed cost of $25,930.50. Lincoln Office’s furniture is available through E&I Cooperative pricing and Krueger International is available through the Illinois Public Higher Education Cooperative (IPHEC) pricing.

<table>
<thead>
<tr>
<th>Description of Item</th>
<th>Total Delivered Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairs on rollers (74), Instructor Station Chair (1)</td>
<td>$25,930.50</td>
</tr>
<tr>
<td>In Tandem Workstations (15), HurryUp Tables (9) Print Station Table (1)</td>
<td>$26,323.82</td>
</tr>
</tbody>
</table>

Costs include freight, delivery, & installation.

Budget Impact:
Total Funds Requested: $52,254.32
Source of Funds: FF&E
Projected Revenue: n/a
Projected Savings: n/a
Student Learning Impact:
How will proposed agenda item impact student learning?  n/a

How will proposed agenda item be measured?
Adequate furnishings being purchased.

MOTION:  Move to approve the purchase of furniture for LLCC-Taylorville from the designated vendors at the costs indicated.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: IT Equipment for Taylorville

DATE: April 22, 2015

Board approval is requested for the purchase of 3 Optiplex 7020 computers from Dell, 16 Apple iPad Minis, 1 Spectrum Instructor Station, 1 Hitachi projector screen, cables and HP color printer from CDW-G, 1 ceiling speaker from Pro Acoustics, 15 Apple MACs and 1 Apple MAC server/instructor station for the Taylorville Regional Center remodel project.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Cost per item</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dell Optiplex 7020</td>
<td>3</td>
<td>$1,013.80</td>
<td>$3,041.40</td>
</tr>
<tr>
<td>Apple iPad Minis</td>
<td>16</td>
<td>$358.00</td>
<td>$5,728.00</td>
</tr>
<tr>
<td>Spectrum Instructor Station</td>
<td>1</td>
<td>$2,661.00</td>
<td>$2,661.00</td>
</tr>
<tr>
<td>Hitachi Projector Screen</td>
<td>1</td>
<td>$132.09</td>
<td>$132.09</td>
</tr>
<tr>
<td>Projector Cables</td>
<td>1</td>
<td>$795.55</td>
<td>$795.55</td>
</tr>
<tr>
<td>CDW-G HP Color Printer</td>
<td>1</td>
<td>$2,349.06</td>
<td>$2,349.06</td>
</tr>
<tr>
<td>Pro Acoustics Ceiling Speaker</td>
<td>1</td>
<td>$571.50</td>
<td>$571.50</td>
</tr>
<tr>
<td>Apple MACs</td>
<td>15</td>
<td>$2,198.00</td>
<td>$32,970.00</td>
</tr>
<tr>
<td>Apple MAC Server Instructor Station</td>
<td>1</td>
<td>$2,198.00</td>
<td>$2,198.00</td>
</tr>
</tbody>
</table>

**Budget Impact:**
- Total Funds Requested: $50,446.60
- Source of Funds: FF&E Funds
- Projected Revenue: n/a
- Projected Savings: n/a
Student Learning Impact:
How will proposed agenda item impact student learning?
Placing the computers, projectors, starboards, and instructor stations will provide faculty and students with critical up to date technology for improved student learning.

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 purchase of 3 Optiplex 7020 computers from Dell, 16 Apple iPad minis, 1 Instructor Station from Spectrum 1 Hitachi projector screen, cables and HP color printer from CDW-G, 1 ceiling speaker from Pro Acoustics, 15 Apple MACs and 1 Apple MAC server/instructor station for the Taylorville Regional Center remodel project at a total cost of $50,446.60.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
       President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: April 22, 2015

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

The Workforce Development Division has entered into an agreement with BUNN to provide CFC Training and Certification in late April. Between five and twelve BUNN employees will be trained at the Workforce Careers Center on LLCC's Main Campus.

The Workforce Development Division has entered into a contract with the Girl Scouts of Central Illinois to hold two hands-on cooking classes. The classes were held in March in the Baking/Pastry Lab at the Workforce Careers Center on LLCC's Main Campus.

The Workforce Development Division has entered into an agreement with the Capital Area Academy of Nutrition and Dietetics to provide a culinary course on the utilization of salts, herbs, and spices. A maximum of twenty participants will attend in the Baking/Pastry Lab at the Workforce Careers Center on LLCC's Main Campus.

The Workforce Development Division has entered into an agreement with the Greater Springfield Chamber of Commerce to provide a Sushi Making Class. A maximum of eighteen participants will attend in the Baking/Pastry Lab at the Workforce Careers Center on LLCC's Main Campus.

No action required as all items are informational.
# TRAINING CONTRACTS

<table>
<thead>
<tr>
<th>Contract Title</th>
<th>Brief Description</th>
<th>Contractor</th>
<th>LLCC Dept / Program</th>
<th>Contract Total</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts as informational: Items less than $10,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUNN CFC Training &amp; Certification Class</td>
<td>The Workforce Development Division has entered into an agreement with BUNN to provide CFC Training and Certification in late April. Between five and twelve BUNN employees will be trained at the Workforce Careers Center on LLCC's Main Campus.</td>
<td>BUNN</td>
<td>Workforce Development</td>
<td>$2,850</td>
<td>April 27 – May 1, 2015</td>
</tr>
<tr>
<td>Girl Scouts of Central Illinois Hands-On Cooking Class</td>
<td>The Workforce Development Division has entered into a contract with the Girl Scouts of Central Illinois to hold two hands-on cooking classes. The classes were held in March in the Baking/Pastry Lab at the Workforce Careers Center on LLCC's Main Campus.</td>
<td>Girl Scouts of Central Illinois</td>
<td>Workforce Development</td>
<td>$720</td>
<td>March 22, 2015</td>
</tr>
<tr>
<td>Capital Area Academy of Nutrition and Dietetics Salts, Herbs, &amp; Spices Class</td>
<td>The Workforce Development Division has entered into an agreement with the Capital Area Academy of Nutrition and Dietetics to provide Culinary Course on the utilization of salts, herbs, and spices. A maximum of twenty participants will attend in the Baking/Pastry Lab at the Workforce Careers Center on LLCC's Main Campus.</td>
<td>Capital Area Academy of Nutrition and Dietetics</td>
<td>Workforce Development</td>
<td>$450</td>
<td>April 14, 2015</td>
</tr>
<tr>
<td>Greater Springfield Chamber of Commerce Sushi Making Class</td>
<td>The Workforce Development Division has entered into an agreement with the Greater Springfield Chamber of Commerce to provide a Sushi Making Class. A maximum of eighteen participants will attend in the Baking/Pastry Lab at the Workforce Careers Center on LLCC's Main Campus.</td>
<td>Greater Springfield Chamber of Commerce</td>
<td>Workforce Development</td>
<td>$1,062</td>
<td>April 9, 2015</td>
</tr>
<tr>
<td>TOTALS</td>
<td></td>
<td></td>
<td></td>
<td>$5,082</td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
        President

SUBJECT: Monthly Grant Status Report

DATE: April 22, 2015

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

The Adult Education & Literacy Department seeks ratification for the Illinois State Library Adult Volunteer Literacy Grant, which is funded through the Illinois Secretary of State Literacy Office. This grant provides funding for programming for Adult Basic Education level students throughout the LLCC district.

The Adult Education & Literacy Department seeks ratification for the Illinois State Library Penny Severns Family Literacy Grant, which is funded through the Illinois Secretary of State Literacy Office. This grant provides funding for programming for ESL students and their families at LLCC’s Beardstown location.

The Workforce Development Division seeks ratification for the Seeds of Change Grant Program. If awarded, the grant funds would benefit the educational outreach and capacity for the Community Garden at Lincoln Land Community College.

MOTION: Ratify the agreement with the Illinois Secretary of State for the Adult Volunteer Literacy Grant in the amount of $62,096; ratify the agreement with the Illinois Secretary of State for the Family Literacy Grant in the amount of $32,067; ratify the agreement with the Seeds of Change Grant Program in the amount of $20,000.
<table>
<thead>
<tr>
<th>Grant Title</th>
<th>Brief Description</th>
<th>Grantor</th>
<th>LLCC Department / Program</th>
<th>LLCC Total Monetary Request</th>
<th>LLCC Match</th>
<th>Submitted</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illinois State Library Adult Volunteer Literacy Grant</td>
<td>The Adult Education &amp; Literacy Department seeks ratification for the Illinois State Library Adult Volunteer Literacy Grant, which is funded through the Illinois Secretary of State Literacy Office. This grant provides funding for programming for Adult Basic Education level students throughout the LLCC district.</td>
<td>Illinois Secretary of State Literacy Office</td>
<td>Adult Education Division</td>
<td>$62,096</td>
<td>$0</td>
<td>Yes</td>
<td>FY2016</td>
</tr>
<tr>
<td>Illinois State Library Penny Severns Family Literacy Grant</td>
<td>The Adult Education &amp; Literacy Department seeks ratification for the Illinois State Library Penny Severns Family Literacy Grant, which is funded through the Illinois Secretary of State Literacy Office. This grant provides funding for programming for ESL students and their families at LLCC’s Beardstown location.</td>
<td>Illinois Secretary of State Literacy Office</td>
<td>Adult Education Division</td>
<td>$32,067</td>
<td>$0</td>
<td>Yes</td>
<td>FY2016</td>
</tr>
<tr>
<td>Seeds of Change Grant Program</td>
<td>The Workforce Development Division seeks ratification for the Seeds of Change Grant Program. If awarded, the grant funds would benefit the educational outreach and capacity for the Community Garden at Lincoln Land Community College.</td>
<td>Seeds of Change Grant Program</td>
<td>Workforce Development Division</td>
<td>$20,000</td>
<td>$0</td>
<td>Yes</td>
<td>Date of Award - Indefinite</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>$114,163</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Boulevard Lighting Replacement – Change Order

DATE: April 22, 2015

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.

<table>
<thead>
<tr>
<th>RFP/CO#</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-003</td>
<td>Removal and replacement of lighting controller, breakers, photo cell, contactors, meter socket, conductors and conduit.</td>
<td>$22,330.00</td>
</tr>
<tr>
<td></td>
<td>Total:</td>
<td>$22,330.00</td>
</tr>
</tbody>
</table>

Amount of project contingency: $35,000.00

Less previously approved change orders: $6,302.52

Change order(s) presented for ratification: $22,330.00

Less other consultant fees/permits to date: $0.00

Amount of contingency remaining: $6,367.48

Budget Impact:

Total Funds Requested: $22,330
Source of Funds: Protection, Health, and 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.

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

MOTION: Move to ratify the listed change order in the amount of $22,330.00 the Boulevard Lighting Replacement project as presented.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Taylorville Code Compliance & Renovation – Change Order

DATE: April 22, 2015

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.

<table>
<thead>
<tr>
<th>RFP/CO#</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>G-016</td>
<td>1) Remove existing sidewalk slab up to first joint line as indicated.</td>
<td>$3,363.97</td>
</tr>
<tr>
<td></td>
<td>2) Install new slab to maintain ADA accessibility at entry door as indicated.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong></td>
<td><strong>$3,363.97</strong></td>
</tr>
</tbody>
</table>

Amount of project contingency: $76,132.00
Less previously approved change orders: $46,611.60
Change order(s) presented for ratification: $3,363.97
Less other consultant fees/permits to date: $0.00
Amount of contingency remaining: $26,156.43

Budget Impact:
- Total Funds Requested: $3,363.97
- 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.

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

MOTION: Move to ratify the listed change order in the aggregate amount of $3,363.97 for the Taylorville Code Compliance & Renovation as presented.
III. Action Agenda
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Proposed Language Change to Board Policy 1.11 - Alcohol, Tobacco and Other Drugs

DATE: April 22, 2015

Pursuant to the Illinois Smoke Free Campus Act (110 ILCS 64) that will take effect July 1, 2015, smoking and the use of tobacco products will be prohibited on any College owned or operated property except when an individual is traveling through or parked on campus in a personal vehicle. All students, employees, and visitors to any Lincoln Land Community College location will be required to comply with this policy.

Therefore, the following policy change is being presented for first reading this evening.

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 May meeting of the Board of Trustees.
Lincoln Land Community College

Policy Statement: The smoking of cigarettes, cigars, pipes or any other forms of tobacco or similar substance used for smoking is prohibited within any College owned or College controlled facility.* The use of tobacco products (cigarettes, cigars, pipes, chewing tobacco, snuff, etc.) is prohibited within any College owned or College controlled facility or vehicle.* The use of tobacco products is permitted only in designated areas on College owned or College controlled grounds.

Pursuant to the Smoke Free Campus Act (110 ILCS 64), smoking and the use of tobacco products as defined by the Act is prohibited on any College owned or operated property. Smoking and the use of tobacco products as defined by the Act is only permissible in a personal vehicle. All smoking material must be extinguished and disposed of inside the vehicle.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in and on College owned or controlled property. The use or possession of alcohol while on College owned or controlled property is prohibited, except in relation to Lincoln Land Community College functions, Foundation functions, or other special functions as authorized by the President.

Involvement in the unauthorized possession and/or use, distribution, and/or sale of illegal drugs or alcohol or the inappropriate use of tobacco products on LLCC property or at LLCC functions shall result in disciplinary action up to and including expulsion/termination and referral for prosecution.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
        President

SUBJECT: Health Insurance Rates for FY 2016

DATE: April 22, 2015

The insurance committee met with the insurance consultant from Northwest Comprehensive to review aggregate claims data, large claims data as it pertains to our stop loss coverage, plan design and projected rates for FY 2016. There was also extensive discussion regarding the impending federal excise tax on Cadillac plans under the Affordable Care Act that will begin in 2018. The discussion centered on what plan design changes should be implemented in an effort to avoid paying this significant penalty. After eight months of claims this year, the college has three insureds with claims exceeding the $90,000 stop loss deductible and another five insureds whose claim totals have exceeded 50% of the stop loss deductible. For the year 2014, eight insureds exceeded the stop loss deductible of $90,000 and 10 insureds exceeded 50% of the stop loss deductible. Overall, we are having a good year compared to last year, and claims are projected to come in under budget. Claims for the past two years were reviewed and the data was trended forward to arrive at expected claims for the upcoming fiscal year, given that healthcare inflation is currently running at 7 - 9%. Based on all of the provided information, the following is the recommendation of the insurance committee:

- Continue to offer a High Deductible Plan option accompanied by a Health Savings Account conforming to IRS qualifying regulations. The deductible for this plan will remain at $2,750 per individual. After the deductible is satisfied, the plan pays 90% of in-network costs and the employee is responsible for 10% of those costs up to a maximum out-of-pocket cost of $2,000. Once the deductible and out-of-pocket maximum has been satisfied, the plan pays 100% of costs.

- Continue to offer the Open Access Plan with the following plan design changes: increase the deductible by $150 to, Tier I $1,150 per person, Tier II $1,400 per person, and Tier III $1,650 per person; increase the out-of-pocket maximum by $150 to Tier I $2,400 per person, Tier II $3,900 per person, and Tier III $4,900 per person; change the plan’s share of co-insurance coverage on Tier I from
100% to 90%; increase the Urgent Care co-pay to $50 in Tier I and $75 in Tier II; apply the deductible to covered expenses for laboratory, diagnostic, radiology and pathology services; increase the emergency room services co-pay to $250; and apply the deductible to inpatient hospital services. These plan design changes are recommended as a beginning effort to bring the Open Access Plan value under the Cadillac tax threshold by 2018. The current value of the Open Access Plan exceeds the Cadillac tax threshold.

- Establish health insurance rates for the HealthLink Open Access Plan for FY’16 at $941 for Employee only, $1,517 for Employee plus one, and $2,387 for Employee plus two or more. This reflects a 6.9% increase over last year’s rates.

- Establish health insurance rates for the High Deductible Plan coupled with Health Savings Account for FY’16 at $641 for Employee only, $1,101 for Employee plus one, and $1,802 for Employee plus two or more.

- Set the Board Contribution for health insurance at $941 per employee per month, keeping the employee’s share of premium for single coverage at $0.

- Establish the Board Contribution to an employee’s Health Savings Account for those selecting the High Deductible Plan at the annual amount of $3,350. This is the yearly difference between the cost of single coverage under the Open Access Plan and the High Deductible Plan without exceeding the annual maximum contribution set by the IRS.

- Switch fully insured dental plan carriers from Lincoln Financial to Cigna with a decrease in dental insurance rates to $34.90 per month for Employee only, $75.64 per month for Employee plus one, and $122.18 per month for Employee plus two or more with the Board Contribution fixed at $34.90 per month. Cigna will also be taking over the College’s basic and voluntary life insurance plans. There will be no changes in the benefits offered for the dental insurance plan and only minor changes to the life insurance benefits. The College will experience a decrease in costs for the life insurance coverage.

The projected health insurance premium increase is expected to generate sufficient revenue to pay expected claims, stop loss insurance and third party administrative fees given past claims history and current healthcare inflation of 7 - 9%.

I would like to take the opportunity to thank the members of the insurance committee for their hard work and due diligence in this process. Members of the committee are Esteban Cruz, Stephanie Cummings, Kim Elder, Christie Hovey, Todd McDonald, Barb Mustered, Nicole Ralph, Junell Ransdell, and Tony Rothering.
It is my recommendation that we support the work and resulting recommendation of the insurance committee.

MOTION: Move approval of the recommendation of the Health Insurance Committee as presented.
IV. Information Items
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: April 22, 2015

POSITION VACANCIES

Classified
Building Custodian (FT)
Public Safety Assistant, LLCC - Jacksonville (PT)
Public Safety Assistant, LLCC - Litchfield (PT)

Professional
Career Development Professional (FT)
Police Officer (FT) – 2 positions
Student Records Evaluator (FT)

Administrative
Program Director, Occupational Therapy Assistant (FT)

Faculty
Nursing Instructor (FT)
Occupational Therapy Assistant Instructor (FT)

HIRES
Andrea DeRosa Admissions & Registration Services Representative (FT) 04/15/15

RESIGNATIONS
Monte Govaia Public Safety Assistant, LLCC - Litchfield (PT) 05/14/15

PROMOTIONS
David Bowman Workforce Development Program Coordinator (FT) 01/01/15
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: April 22, 2015

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**
Pulliam Masonry is on site and has begun work at Cass Gym. Work on Sangamon and Menard Halls will begin after Commencement.

**PHS Projects – FY’11**

**Campus Boulevard Lighting Replacement**
The project is underway. Shop drawings have been reviewed and we are awaiting receipt of materials.

**PHS Projects – FY’14**

**Sangamon Hall Boiler Replacement**
The project is substantially complete.

**Taylorville Code Compliance and Renovation**
Interior finishes are complete. Restoration of the site is underway.
PHS Projects – FY’15

**AHU Motor Replacement / Electrical Systems**
Development of Construction Documents is underway.

**Arc Flash Study**
Development of Construction Documents is underway.

**Sangamon Hall Exterior Stair Replacement**
Development of Construction Documents is underway.

**Montgomery Hall Roof Replacement**
A Notice to Proceed has been issued to the contractor.

**Capital City Training Center Parking Lot**
Development of Construction Documents is underway.

**Child Development Center Septic System Replacement**
Development of Construction Documents is underway.

**Exposed Aggregate Concrete Replacement**
Development of Construction Documents is underway.

**Sidewalk Lighting**
Development of Construction Documents is underway.

**Workforce Careers Center Entry Slab**
Development of Construction Documents is underway.

**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.
The following information is a reflection of information that has been provided to the Finance Department as of March 31, 2015

<table>
<thead>
<tr>
<th>Type / Year</th>
<th>Colleague Dept #</th>
<th>Project Name</th>
<th>Funding Source</th>
<th>Sum of Original LLCC Budget Approved / Estimated</th>
<th>Sum of Original Contract Amount</th>
<th>Sum of Change Orders</th>
<th>Sum of Adjusted Contract Amount</th>
<th>Sum of Retainage</th>
<th>Sum of Payments To Date</th>
<th>Sum of Contract Balance Remaining</th>
<th>Sum of Contract % Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2011 PHS</td>
<td>70921</td>
<td>Campus Boulevard Lighting Replacement</td>
<td>L</td>
<td>100,876</td>
<td>46,978</td>
<td>-</td>
<td>46,978</td>
<td>-</td>
<td>37,103</td>
<td>9,876</td>
<td>21.02%</td>
</tr>
<tr>
<td>FY2011 PHS Total</td>
<td>100,876</td>
<td>Generation Plant</td>
<td>L</td>
<td>728,354</td>
<td>818,983</td>
<td>(177,547)</td>
<td>641,436</td>
<td>-</td>
<td>639,643</td>
<td>1,794</td>
<td>0.28%</td>
</tr>
<tr>
<td>FY2012 PHS Total</td>
<td>728,354</td>
<td>Taylorville PHS Code Compliance Renovation Project</td>
<td>L</td>
<td>1,900,541</td>
<td>2,148,051</td>
<td>(267,629)</td>
<td>1,880,422</td>
<td>21.02%</td>
<td>492,225</td>
<td>26.18%</td>
<td></td>
</tr>
<tr>
<td>FY2014 PHS</td>
<td>70932</td>
<td>AHU Motor Repplacements</td>
<td>L</td>
<td>298,613</td>
<td>38,650</td>
<td></td>
<td>38,650</td>
<td>-</td>
<td>5,672</td>
<td>95.76%</td>
<td></td>
</tr>
<tr>
<td>FY2014 PHS Total</td>
<td>1,900,541</td>
<td>Menard Hall Carpet Replacement</td>
<td>L</td>
<td>100,000</td>
<td>100,000</td>
<td></td>
<td>100,000</td>
<td>-</td>
<td>42,951</td>
<td>95.76%</td>
<td></td>
</tr>
<tr>
<td>Infrastructure Fee Total</td>
<td>1,001,600</td>
<td>CDB SGMN MNRD CASS Masonry Repairs</td>
<td>S,L</td>
<td>4,000,000</td>
<td>4,000,000</td>
<td>-</td>
<td>4,000,000</td>
<td>-</td>
<td>0.00%</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>Infrastructure Fee Total</td>
<td>1,001,600</td>
<td>CC Big Bend Project</td>
<td>S,L</td>
<td>1,290,000</td>
<td>1,290,000</td>
<td>-</td>
<td>1,290,000</td>
<td>-</td>
<td>0.00%</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>PHS Balance Transfers</td>
<td>100,000</td>
<td>Sangamon Hall Boiler Replacement</td>
<td>L</td>
<td>786,220</td>
<td>612,728</td>
<td>16035</td>
<td>628,763</td>
<td>486,251</td>
<td>142,512</td>
<td>22.67%</td>
<td></td>
</tr>
<tr>
<td>PHS Balance Transfers Total</td>
<td>1,087,791</td>
<td>Grand Total</td>
<td>L</td>
<td>11,087,791</td>
<td>4,686,170</td>
<td>(425,141)</td>
<td>4,267,028</td>
<td>-</td>
<td>2,609,002</td>
<td>16,682,026</td>
<td>38.71%</td>
</tr>
</tbody>
</table>

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.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
      President

SUBJECT: Quarterly Budget Transfer Report

DATE: April 22, 2015

Attached is the Quarterly Budget Transfer Report reflecting transfers at the end of the third quarter of this fiscal year.

We continue to be well within statutory requirements limiting the amount of transfers to 10% or less in any fund.
# QUARTERLY BUDGET TRANSFER REPORT

March 31, 2015

**EDUCATIONAL FUND**

<table>
<thead>
<tr>
<th>Budget</th>
<th>$37,702,819</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers</td>
<td>$58,237</td>
</tr>
<tr>
<td>Percentage</td>
<td>.15%</td>
</tr>
</tbody>
</table>

**O&M FUND**

<table>
<thead>
<tr>
<th>Budget</th>
<th>$5,685,714</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers</td>
<td>$12,700</td>
</tr>
<tr>
<td>Percentage</td>
<td>.22%</td>
</tr>
</tbody>
</table>

**OTHER FUNDS**

<table>
<thead>
<tr>
<th>Budget</th>
<th>$20,426,369</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers</td>
<td>$42,306</td>
</tr>
<tr>
<td>Percentage</td>
<td>.21%</td>
</tr>
</tbody>
</table>

## TOTAL OPERATING BUDGET

**Revenue**

| Original Budget | $43,388,533 |
| Adjusted Revenues | $43,388,533 |
| Additional Funds Available | $0 |

**Expenditures**

| Original Budget | $43,388,533 |
| Adjusted Expenditures | $43,388,533 |
| Additional Expenditures | $0 |

**Net Change**

$0
# Agenda Master Calendar

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Recognition</td>
<td>Summer Adjunct Faculty</td>
<td>FY'16 Tentative Budget</td>
<td>Board Meeting 8/26/15</td>
</tr>
<tr>
<td>Ceremony</td>
<td>Listing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Recognition</td>
<td>Budget Workshop 6/24/15</td>
<td>Off Campus Board Meeting</td>
<td></td>
</tr>
<tr>
<td>Ceremony</td>
<td>Board Meeting 6/24/15</td>
<td>LLCC Taylorville 7/22/15</td>
<td></td>
</tr>
<tr>
<td>Commencement 5/15/15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board Meeting 5/27/15</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>September 2015</th>
<th>October 2015</th>
<th>November 2015</th>
<th>December 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Adoption/Public</td>
<td>Financial Audit Review</td>
<td>Board Meeting 11/18/15</td>
<td>Adopt CY’15 Property</td>
</tr>
<tr>
<td>Hearing</td>
<td></td>
<td></td>
<td>Tax Levy</td>
</tr>
<tr>
<td>Mid-Year Tenure Listing</td>
<td></td>
<td></td>
<td>Board Meeting 12/16/15</td>
</tr>
<tr>
<td>Board Meeting 9/23/15</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Meeting 1/27/16</td>
<td>Sabbatical Leaves</td>
<td>Administrative Contracts</td>
<td>Seating of New Student</td>
</tr>
<tr>
<td></td>
<td>Faculty Contracts and</td>
<td></td>
<td>Trustee</td>
</tr>
<tr>
<td></td>
<td>Position Listing</td>
<td></td>
<td>Election of Board</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Officers</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>LLCC Foundation Gala</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Board Meeting 4/27/2016</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tenure Listing</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Catalog Review and</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adoption</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Board Meeting 2/24/16</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
V. Strategic Discussion
MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
        President
SUJECT: Informational Presentation Regarding Goal 3 – Economic Responsiveness and Goal 4 – Community Engagement
DATE: April 22, 2015

Lesley Frederick, Vice President of Student Services, will be presenting Goal 3 – Economic Responsiveness and Goal 4 – Community Engagement. The presentation will focus on the key performance indicators and the College’s strategic planning dashboard.