
LLCC Board of Trustees Regular Meeting

November 17, 2021

Ken Elmore, Chair

Gordon Gates, Vice Chair

Craig Findley, Secretary

Vicki Davis

Jeff Fulgenzi

Samantha Raymond

Wayne Rosenthal

Meghan Hadden, Student Trustee

Charlotte Warren, President

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

**AGENDA
REGULAR MEETING**

Wednesday, November 17, 2021
Lincoln Land Community College
Robert H. Stephens Room

I. Preliminary Matters

- A. Roll Call
- B. Pledge of Allegiance
- C. Adoption of Agenda of the November 17, 2021 Meeting
- D. Introductions and Recognitions
- F. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of October 27, 2021
- B. Ratify Payments of Cash Disbursements for October and the October 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
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
- J. Other Items

III. Action Agenda

- A. Policies
- B. Academic Services Division Items
- C. Student Services Division Items
- D. Administrative Services Division Items
 - 1. FY2021 External Audit
- E. Information Technology Items
- F. Executive Division Items

IV. Information Items

- A. Staff Reports
 - 1. Academic Services
 - 2. Student Services
 - 3. Administrative Services
 - a. Position Vacancies and Hires
 - b. Construction Progress Update
 - c. Monthly Financial Report
 - 4. Information Technology
 - 5. Executive Division
 - a. Review of Agenda Master Calendar
- 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. Music Program Presentation

VI. Executive Session

- A. Personnel Matters
- B. Pending /Imminent Legal Matters

VII. Actions from Open/Executive Session

- A. Approval of Personnel Matters

VIII. Adjournment

I. Preliminary Matters

II. Consent Agenda

AGENDA ITEM II.B

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratify Payments of All Cash Disbursements for October and the
October Treasurer's Report

DATE: November 17, 2021

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 October, 2021 (payments for purchase order payments, equipment, supplies, lease payments, maintenance agreements, travel in accordance with the Local Government Travel Expense Control Act, 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 October 31, 2021.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during October 2021 and ratify the October 31, 2021 Treasurer's Report.

AGENDA ITEM II.C.1

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Ratification of Out-of-State Travel
DATE: November 17, 2021

Name	Meeting	Location	Date	Account	Amount
Allen, Carmen	Competency- Based Education Network	Austin, TX	Nov 8 – Nov 13, 2022	Professional Development	\$3,089

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: November 17, 2021

Name	Meeting	Location	Account	Amount
Whalen, Lynn	National Council for Marketing & Public Relations Conference	Denver, CO	NCMPR Paying	\$0
Maskey, Cynthia	Accreditation Commission for Education in Nursing Evaluation Review Panel	Atlanta, GA	Accreditation Commission Paying	\$0

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: November 17, 2021

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

The Community Education Department has entered a contract with the Girl Scouts of Central Illinois for an international cooking class. Approximately 15 people will attend the class at the Bistro Verde on Main Campus.

TRAINING CONTRACTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Contract Total	Term
Girl Scouts of Central Illinois International Cooking Class	The Community Education Department has entered a contract with the Girl Scouts of Central Illinois for an International Cooking Class. Approximately 15 people will attend the class at the Bistro Verde on Main Campus.	Girl Scouts of Central Illinois	Community Education	\$375	November 21, 2021
			TOTALS	\$375	

III. Action Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: FY 2021 External Audit

DATE: November 17, 2021

The FY 2021 Comprehensive Annual Financial Report (CAFR), including advisory comments, is included as a separate attachment for your review. CliftonLarsonAllen, LLP performed the audit for the first year of their five-year - contract. A member of the auditing firm will be available for questions during the meeting.

Comprehensive Annual Audit and Single Audit Report

Lincoln Land Community College has once again received an unqualified or “clean” opinion on the entire audit. As stated on page one of the Audit Report:

“In our opinion, based on our audit and the report of other auditors, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the discretely presented component unit of the College , as of June 30, 2021 and 2020, and the respective changes in financial position and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America”.

The College’s basic financial statements are designed to emulate corporate presentation, whereby all the College’s activities are consolidated into one total. Following the basic financial statements are the supplementary financial statements, which provide greater detail. Subsequently, the audit deals with compliance with Illinois Community College Board requirements on restricted grants and reports. The Illinois Community College Board special reports on enrollment data and Certificate of Chargeback have been removed from the CAFR and will issued under a separate cover at the December board meeting. Due to delays from the Department of Education on the Higher Education Emergency Relief Funding, the Single Audit report will also be presented at the December board meeting.

This year's audit resulted in no findings for the Comprehensive Audit Financial Report.

Once again, this year the college will be submitting its financial information to the National Association of School Business Officials for the Certificate of Excellence in Financial Reporting. A Certificate of Excellence Award has been awarded to the College since its first submission in 2000.

Advisory Comments/Management Letter

A separate document labeled as "Advisory Comments" commonly referred to as the management letter is provided by CliftonLarsonAllen for the purpose "...to improve the internal control structure or result in other operating efficiencies." In other words, they are providing suggestions that they feel might improve our management of fiscal operations and not identifying reportable conditions or material weaknesses.

I would like to mention that during the exit conference, personnel with CliftonLarsonAllen were very complimentary of our staff and were appreciative of their cooperation and professionalism. I would like to thank everyone for the hard work that has resulted in another clean audit.

MOTION: Move to approve the Fiscal Year 2021 and 2020 Comprehensive Annual Financial Report, excluding the Certificate of Chargeback and Enrollment Data schedules and SAS 114 Letter.

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: November 17, 2021

POSITION VACANCIES

Classified

Building Custodian – 3 (FT)
Course Materials Coordinator – 3 (FT)
Public Relations and Marketing Assistant (FT)

Professional

Chef Specialist (FT)
Compliance and Prevention Coordinator (FT)
IT Project Manager (FT)
IT Security and Assurance Manager (FT)
Police Officer (FT)
Systems Administrator II (FT)
Workforce Development & Healthcare Continuing Ed Coordinator (FT)

Administrator

Program Director, Industrial Maintenance and Electrical (FT)

Faculty

Agriculture Instructor
Air Conditioning, Refrigeration and Heating Instructor
Basic Nurse Assistant Instructor
Biology Instructor
Business & Accounting Instructor
Communication Instructor
Computer Science Instructor
Economics Instructor
Mathematics Instructor
Nursing Instructor
Philosophy Instructor
Sociology Instructor
Spanish Instructor
Teacher Education Instructor

HIRES

Bree McClenning	Education Svcs Rep, LLCC Beardstown (PT)	11/08/2021
William Nelson	Public Safety Assistant (PT)	11/03/2021
Zachary Norris	Building Custodian (FT)	11/15/2021
Binh Trinh	Information Technology Specialist (FT)	11/01/2021

RESIGNATIONS

David Doub	Chemical Hygiene Officer/Lab Supervisor (FT)	11/12/2021
------------	--	------------

TRANSFERS

Ryan Langrehr	Application Developer II (FT)	10/01/2021
Samuel Penning	Systems Administrator III (FT)	12/01/2021

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: November 17, 2021

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:

PHS Projects – FY21

Cass Reheats & Actuators Replacement

This project is 95% complete.

Logan Hall Code and Flooring Upgrades

This project is 60% complete. The remainder of this project will be on hold until Winter Recess. Long lead times for material delivery did not allow adequate time to complete flooring replacement in classrooms on the east side of the building before the start of the Fall '21 Semester.

Main Campus Exterior Lighting Upgrades Phase 1

The project is under way.

Montgomery Hall Reheat Replacement

This project is substantially complete, we are awaiting closeout documents.

Sangamon/Menard Drive and Drainage Repair

This project is substantially complete, we are awaiting closeout documents.

Security Camera Updates Phase 2

Bid opening was November 16, 2021. We anticipate sending the contractor recommendation to the board in December. Construction to follow immediately.

Water Infiltration Remediation Main Campus Phase 2

Development of construction documents is underway. We anticipate the project to bid and work to begin in Spring 2022.

Wayfinding Phase 2

This project is 15% complete. Continued supply chain delays in acquiring steel for signs has prevented this project from moving forward in alignment with the original schedule. Ace Sign is working diligently to work through these delays as best they can.

PHS Projects – Excess Funds

Child Development Center Water Infiltration Repairs

This project is complete. We are awaiting closeout documents.

FY21 Small Projects

Litchfield Service Counter ADA Upgrade

This project is complete. We are awaiting closeout documents.

Deferred Maintenance Capital Project (CDB Managed)

Generators for South Side of Main Campus

The re-bid of this project was held October 13, 2021. We anticipate sending the contractor recommendation to the board, after final CDB determination of the winning bid. Construction to follow immediately.

Exterior Door Security Upgrades

CDB is currently in contract negotiations with Berners Schober to establish what scope can be included with the budget available. We anticipate design user-group meetings to follow as soon as CDB finalizes that contract.

2019 Bond/Kreher Farm Perpetual Charitable Trust

Agriculture Classroom and Lab Building

Phase 2 – The project remains approximately 99% complete. We are awaiting closeout documents.

LLCC/Memorial Nursing Education Partnership Gift

Nursing Renovation at Montgomery Hall

This project is substantially complete. We are awaiting closeout documents.

Capital Renewal Project

Renovate and Expand Student Services (CDB Managed)

Project design is ongoing. CDB will set the schedule for bidding and project award (anticipated to be in Spring/Summer 2022).

Illinois Green Economy Network (IGEN) Project

Litchfield Interior Lighting Upgrades

This project is substantially complete. We are awaiting closeout documents.

Higher Education Emergency Relief Funds (HEERF)

Classroom Renovations in Menard, Millennium, and Logan Hall

This project is complete. We are awaiting closeout documents.

Infrastructure

Main Campus & Child Development Center Paving Repairs

The project is under way.

AGENDA MASTER CALENDAR

<p style="text-align: center;">DECEMBER 2021</p> <ul style="list-style-type: none"> • Adopt CY21 Property Tax Levy • Board Meeting 12/13/21 	<p style="text-align: center;">JANUARY 2022</p> <ul style="list-style-type: none"> • Spring Adjunct Faculty Listing • General Obligation Alternate Bond Levy Abatement • Board Meeting 1/26/22 	<p style="text-align: center;">FEBRUARY 2022</p> <ul style="list-style-type: none"> • Sabbatical Leaves • Approval of Faculty Positions • Faculty Tenure & Continuing Employment Recommendations • Board Meeting 2/23/22 	<p style="text-align: center;">MARCH 2022</p> <ul style="list-style-type: none"> • Administrative Positions • Board Meeting 3/23/22
<p style="text-align: center;">APRIL 2022</p> <ul style="list-style-type: none"> • Seating of Student Trustee • Foundation Gala 4/23/22 • Board Meeting 4/27/22 	<p style="text-align: center;">MAY 2022</p> <ul style="list-style-type: none"> • Student Recognition • Employee Recognition • Commencement 5/13/22 • Board Meeting 5/25/22 	<p style="text-align: center;">JUNE 2022</p> <ul style="list-style-type: none"> • Summer Adjunct Faculty Listing • Budget Workshop • Board Meeting 6/22/22 	<p style="text-align: center;">JULY 2022</p> <ul style="list-style-type: none"> • FY23 Tentative Budget • Board Meeting 7/27/22
<p style="text-align: center;">AUGUST 2022</p> <ul style="list-style-type: none"> • Board Meeting 8/24/22 	<p style="text-align: center;">SEPTEMBER 2022</p> <ul style="list-style-type: none"> • Budget Adoption/Public Hearing • Fall Adjunct Faculty Listing • Board Meeting 9/28/22 	<p style="text-align: center;">OCTOBER 2022</p> <ul style="list-style-type: none"> • Financial Audit Review • PHS Projects • Board Meeting 10/26/22 	<p style="text-align: center;">NOVEMBER 2022</p> <ul style="list-style-type: none"> • Board Meeting 11/16/22

V. Strategic Discussion

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Music Program Presentation

DATE: November 17, 2021

Laurie Lewis-Fritz, Assistant Professor, Music, will provide a brief presentation on the Music Program and the LLCC Choir will sing "Here" from the Illinois ACDA Fall Conference.