
LLCC Board of Trustees Regular Meeting

December 13, 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**

Monday, December 13, 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 December 13, 2021 Meeting
- D. Regular Board Meeting Dates from January 2022 through December 2022
- E. Introductions and Recognitions
- F. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of November 17, 2021
- B. Ratify Payments of Cash Disbursements for November and the November 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. Spring 2022 Forward Magazine
 - 2. Lodging and Meals for Elderhostel
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report
 - 2. Telemental Health Service
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
 - 1. Jacksonville Office Renovations – Contractor Recommendation
 - 2. Security Camera Updates Phase 2 – Contractor Recommendation
- J. Other Items
 - 1. Disposal of Obsolete Equipment

III. Action Agenda

- A. Policies
 - 1. Revision to Board Policy 5.38 – Student Publications
- B. Academic Services Division Items
- C. Student Services Division Items
- D. Administrative Services Division Items

- 1. Establishment of 2021 Tax Levy
- 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
 - 1. Election of Secretary
- I. Secretary's Report
- J. Foundation Report
- K. Other Board Members' Reports

V. Strategic Discussion

- A. Strategic Plan Draft 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

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Regular Board Meeting Dates from January 2022 through
December 2022

DATE: December 13, 2021

In accordance with Section 2.02 of the Open Meetings Act, the Board has adopted a schedule for regular meetings at the beginning of each calendar year.

The Board traditionally meets on the fourth Wednesday of each month, except during the month of November and December. I am requesting that we hold the November 2022 meeting on Wednesday, November 16 and the December 2022 meeting on Monday, December 12. Some meetings may be held at off-campus locations.

Except for any off-campus meetings, all regular meetings of the Board shall commence at 5:15 p.m. in the Robert H. Stephens Room.

MOTION: Move to approve the schedule of meetings from January 2022 through December 2022 as the fourth Wednesday of each month, except for November, which will be held on November 16 and December, which will be held on Monday, December 12. Except for any off-campus meetings, all regular meetings of the Board shall commence at 5:15 p.m. in the Robert H. Stephens Room of Menard Hall, 5250 Shepherd Road, Springfield, Illinois.

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 November and the
November Treasurer's Report

DATE: December 13, 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 November, 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 November 30, 2021.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during November 2021 and ratify the November 30, 2021 Treasurer's Report.

AGENDA ITEM II.C.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Out-of-State Travel

DATE: December 13, 2021

Name	Meeting	Location	Purpose	Amount
Baker, Nikki	Title IX Training	Orlando, FL	Professional Development	\$5,417
Warren, Charlotte	ACCT National Legislative Summit	Washington, DC	Administrative Travel	\$2,300
Warren, Charlotte	AACC Workforce Development Institute	Jacksonville, FL	Administrative Travel	\$1,900
Warren, Charlotte	AACC Annual Meeting	New York, NY	Administrative Travel	\$3,372
Sweet, Nancy	AACC Workforce Development Institute	Jacksonville, FL	Professional Development	\$1,900
Beckmier, Craig & approx. 20 students	Dixie National	Jackson, MS	Club Trip-Livestock Judging	\$2,449
Beckmier, Craig & approx. 20 students	Meat Animal Evaluation	West Lafayette, IN	Club Trip-Livestock Judging	\$1,409
Beckmier, Craig & approx. 10 students	National Western Showcase	Oklahoma City, OK & Denver, CO	Club Trip-Livestock Judging	\$4,981
Beckmier, Craig & approx. 10 students	San Antonio Stock Show	San Antonio, TX	Club Trip-Livestock Judging	\$2,415

Beckmier, Craig & approx. 10 students	Houston Livestock Show and Rodeo	Houston, TX	Club Trip- Livestock Judging	\$4,512
Roberts, Ryan	Julian Barnes Research	London, England	Professional Development	\$3,300
Collins, Josh	AACC Workforce Development Institute	Jacksonville, FL	Professional Development	\$1,900
Fulgenzi, Jeff	ACCT National Legislative Summit	Washington, DC	Board Travel	\$2,200
Don Ecklund & 9 students	Phi Theta Kappa International Convention	Denver, CO	Club Trip	\$17,170

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Spring 2022 Forward Magazine

DATE: December 13, 2021

The College issued an invitation to bid for the printing, mailing, and delivering of the Forward Magazine for the Spring 2022 semester. We plan to print and distribute 160,000 Forward Magazines. Recycled paper and environmentally friendly inks will be used in the printing of this publication.

Given the uncertainty and volatility currently in the paper market, we changed our price structure for this procurement. Bids were evaluated on fixed costs (excluding paper) to produce the magazine and a mark-up rate on paper. Paper expense will be reimbursed once paper is purchased and invoice has been provided.

Bidder	Total Fixed Costs, including delivering for 160,000 Forward Magazines 1 issue - 32 pages Spring 2022	% Mark-up on Paper Cost
ColorArt Eureka, MO	\$25,249.13	9.25%
Premier Print Group Champaign, IL	\$27,988.00	4.00%
American Litho Carol Stream, IL	\$46,347.41	10.00%

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Wednesday, November 10, 2021, edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to: American Marketing Services, Mundelein; BFM Group Inc., Lake Saint Louis, MO; Bloomington Offset, Bloomington; Color World of Printing, Springfield; Consolidated Printing Company,

Chicago; Cross Rhodes Print and Technologies, Lombard; Dan's Printing and Office Supplies, Oak Forest; Fidelity Print Communications, Broadview; Fineline Printing Group, Indianapolis, IN; GH Printing Co., Downers Grove; Grace Printing and Mailing, Chicago; Hagg Press, Inc., Elgin; Hilton Publishing, Inc., Chicago; Kingery Printing Company, Effingham; KK Stevens Publishing, Astoria; Lake Shore Business Forms, Mokena; LE Print Express, Sycamore; Print X-Press, Chicago; Promoframes, LLC, Schaumburg; Pro-Type Printing, Paxton; Richards Graphic Communications, Inc., Bellwood; RPM Design + Production, Campton Hills; Sharp Mill Graphics, Tinley Park; Sunrise Digital, Chicago; Trinity Graphic & Packaging Solutions, Wheaton; Wright Business Systems, Inc., Valencia, PA.

Budget Impact:

Total Funds Requested:	\$55,000
Source of Funds:	Operating Funds
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

N/A

How will proposed agenda item be measured?

N/A

<p>MOTION: Move to approve a purchase order to ColorArt for the printing, mailing, and delivering of the Spring 2022 issue of the Forward Magazine at the total estimated cost of \$55,000 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2022-08.</p>

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Lodging & Meals for Elderhostel

DATE: December 13, 2021

The College recently sought proposals to select a hotel to accommodate the Elderhostel/Road Scholar program events for the 2023 calendar year. As the Board is aware, the College has been an Elderhostel program sponsor for several years. The number of Lincoln sites and the presence locally of well-known Lincoln scholars has made “The Life and Legacy of Abraham Lincoln,” a very popular and successful program.

Criteria for selection of a hotel included availability of rooms for the program dates, meeting room space to accommodate 50 individuals, close proximity to Downtown Springfield and historical sites, as well as the cost and quality of meals.

The following is a tabulation of that proposal:

Hotel	Conference Dates Available	Meeting Room space for at least 50	Est cost of evening meals	Room Rate	Proximity to historical sites
President Abraham Lincoln Springfield	No (Alternate dates available)	Complimentary	\$26 per person plus gratuity	\$109 + tax	Located within walking distance. No other transportation required.
Wyndham Springfield City Centre	No (Alternate dates available)	\$150 per day	\$29 per person plus gratuity	\$124 + tax	Located within walking distance No other transportation required.

*Prices are not guaranteed to remain firm.

After review and discussion with Laurel Bretz, Director Community Ed, it has been determined that it is in the best interest of the College to award the RFP to the President Abraham Lincoln Springfield as the vendor that can best meet the requirements of the Elderhostel program. We have worked with them in the past and we are pleased with their services.

The following company was mailed a request for proposal but declined to submit a proposal: Residence Inn by Marriott, Springfield, IL.

The following companies were mailed a request for proposal, but chose not to respond: The Statehouse Inn, Springfield.

Budget Impact:

Total Funds Requested:	\$175,000
Source of Funds:	Reimbursed from Elderhostel Inc.
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

This type of program offered for Elderhostel students adds a continued learning opportunity to the district's population and a positive economic impact to our community.

How will proposed agenda item be measured?

The number of participants and the net promoter score derived from participant evaluations.

MOTION: Move to approve entering into an agreement with the President Abraham Lincoln Springfield for lodging and meal accommodations for the Elderhostel 2023 Program Year, renewable in one-year terms through the 2024 & 2025 Program Years as per the terms, conditions, and specifications of Request for Proposal #FY2022-06.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: December 13, 2021

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

The Culinary Institute has entered into an agreement with Southern Illinois University School of Medicine to hold two Ezekiel Breads Classes. The classes will be held in February and April in the baking lab on Main Campus.

The Health Professions Department seeks approval to enter into a clinical site agreement with HSHS St. Mary's Hospital for students enrolled in the Diagnostic Medical Sonography Program. HSHS St. Mary's Hospital has facilities suitable for the educational needs of the students.

MOTION: Move to approve the clinical site agreement with HSHS St. Mary's Hospital.

TRAINING CONTRACTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Contract Total	Term
Southern Illinois University School of Medicine Ezekiel Bread Courses	The Culinary Institute has entered into an agreement with Southern Illinois University School of Medicine to hold two Ezekiel Bread classes. The classes will be held in February and April in the baking lab on Main Campus.	Southern Illinois University School of Medicine	Applied and Emerging Technologies/Culinary Institute	\$660	February 18 & April 1, 2022
			TOTALS	\$660	

CLINICAL SITE, AFFILIATION, ARTICULATION & TRAINING AGREEMENTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Term
Clinical Site Agreement with HSHS St. Mary's Hospital	The Health Professions Department seeks approval to enter into a clinical site agreement with HSHS St. Mary's Hospital for students enrolled in the Diagnostic Medical Sonography Program. HSHS St. Mary's Hospital has facilities suitable for the educational needs of the students.	HSHS St. Mary's Hospital	Health Professions/Diagnostic Medical Sonography	January 1, 2022 through December 31, 2031

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Telemental Health Service

DATE: December 13, 2021

The Mental Health Early Action on Campus Act was passed in 2019 and is “intended to address gaps in mental health services on college campuses across Illinois, including both 2-year and 4-year institutions, through training, peer support, and community-campus partnerships”. In the Act, public colleges and universities shall attempt to have one clinical, non-student staff member to 1,250 students. Lincoln Land Community College, like most small/medium sized community colleges across the nation and in Illinois, does not have mental health/counseling center like the ones found on four-year college campuses. Last year, to ensure LLCC met the requirements of the MHEAC Act and to ensure LLCC students had access to mental health support, we entered into a one-year contract agreement with Talkspace.

Given the satisfaction that we have had with the services that Talkspace has provided to our students, we are seeking to enter into a 3-year agreement with them to continue to provide mental health support to LLCC students. Talkspace provides students with two 30-minute live sessions with their Talkspace therapist each month and unlimited messaging-based therapy through a secure HIPAA and FERPA compliant app that uses asynchronous chat, voice, and video messages. Additionally, self-help resources on mental health conditions such as anxiety and depression are also available to students through the secure app.

Budget Impact:

Total Funds Requested:	\$205,824
Source of Funds:	GEERS/Liability, Protection and Settlement
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Mental health is a growing concern nationwide especially for college-aged students. Access to affordable counseling options were already limited in the

Springfield area pre-pandemic and it is even harder now for students to gain timely access to a mental health professional. The contract with Talkspace allows LLCC students to have access to counseling during convenient hours including nights and weekends with no need to travel to and from appointments. LLCC is meeting students' needs through the offering of telemental health counseling. Due to increased support, we expect an increase in students in-term retention as well as semester-to-semester retention.

How will proposed agenda item be measured?

By monthly usage reports, student feedback, and retention rates.

MOTION: Move to approve a 3-year agreement effective January 2022 with Talkspace to provide telemental health services for a total estimated cost of approximately \$205,824.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: December 13, 2021

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

The Adult Education and Literacy Program seeks ratification for the application for the FY2022 Innovative Bridge and Transition Grant Program. If awarded, funds will be utilized to provide support, pathway navigation, and guidance to 120 Adult Education students.

The Student Services Division seeks ratification for the application for the FY2022 Workforce Equity Initiative Grant. If awarded, the funds will be utilized to continue to provide tuition, supplies, and support to underrepresented students enrolled in short-term educational programs at LLCC.

MOTION: Move to ratify the FY2022 Innovative Bridge and Transition Program Grant in the amount of \$146,418 and the FY2022 Workforce Equity Initiative Grant in the amount of \$1,200,000.

GRANT SUMMARY
December 2021

Grant Title	Brief Description	Grantor	LLCC Department/Program	LLCC Total Monetary Request	LLCC Match	Submitted	Term
FY22 Innovative Bridge and Transition Grant	Adult Ed and Literacy Program seeks ratification for the application for the FY22 Innovative Bridge and Transition Grant Program. If awarded, funds will be utilized to provide support, pathway navigation and guidance to 120 Adult Ed students.	Illinois Community College Board	Student Services/Adult Education and Literacy	\$146,418	\$0	Yes	January 1, 2022 through December 31, 2022
FY22 Workforce Equity Initiative Grant	The Student Services Division seeks ratification for the application for the FY22 Workforce Equity Initiative Grant. If awarded, the funds will be utilized to continue to provide tuition, supplies and support to underrepresented students enrolled in short-term educational programs at LLCC.	Illinois Community College Board	Student Services/Workforce Equity Initiative	\$1,200,000	\$0	Yes	December 1, 2021 through December 31, 2022
TOTAL				\$1,346,418	\$0		

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Jacksonville Office Renovations – Contractor Recommendation

DATE: December 13, 2021

Sealed proposals were received by the Construction Manager’s Office on November 9th. The scope of the project includes renovation of one larger office to be divided into an office for nursing faculty, another private office, and a location for private testing to take place.

A tabulation of those proposals are as follows:

Contractor	Base Bid
Vollintine Construction Co., Inc. Springfield, IL	\$42,850

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Sunday, October 24, 2021, edition of the State Journal Register.

The following companies were issued bid documents but chose not to submit a proposal: Johnco Construction, Inc., Mackinaw, IL and R.D. Lawrence Construction Co., Ltd., Springfield, IL.

This project’s budget was originally approved as a FY22 Small Project, at \$30,000 funded with Small Project funds. The bids received came in higher than originally anticipated due to ongoing COVID related inflation. The project has exceeded the original budget as follows:

Project Engineering Fee	\$1,500
Advertising	\$259
Base Bid (listed above)	\$42,850
Project Contingency	\$5,000
Revised Budget Total	<u> \$49,609</u>

The \$19,609 increase in the project budget will be funded by Small Project funds.

Budget Impact:

Total Funds Requested: \$47,850
(\$42,850 Bid Amount + \$5,000 Contingency)
Source of Funds: Small Project
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:**How will proposed agenda item impact student learning?**

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

How will proposed agenda item be measured?

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

MOTION: Move to approve the base bid in the amount of \$42,850 from Vollintine Construction Co., Inc. and to establish a project contingency in the amount of \$5,000, for an aggregate amount of \$47,850 to complete the Jacksonville Office Renovations.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Security Camera Updates Phase 2 – Contractor Recommendation

DATE: December 13, 2021

Sealed proposals were received by the Construction Manager’s Office on November 16th. The scope of the project includes continuing the security camera updates on the Main Campus.

A tabulation of those proposals are as follows:

Contractor	Base Bid
Senegy Electric, Inc. Williamsville, IL	\$186,681

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Sunday, October 31, 2021, edition of the State Journal Register.

The following companies were issued bid documents but chose not to submit a proposal: none.

Budget Impact:

Total Funds Requested: \$205,381
(\$186,681 Bid Amount + \$18,700 Contingency)

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, administrative and leisure activities take place.

How will proposed agenda item be measured?

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

MOTION: Move to approve the base bid in the amount of \$186,681 from Senergy Electric, Inc. and to establish a project contingency in the amount of \$18,700, for an aggregate amount of \$205,381 to complete the Security Camera Updates Phase 2 at the Main Campus.

AGENDA ITEM II.J.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Disposal of Obsolete Equipment

DATE: December 13, 2021

For the past several years the College has used a website called GovDeals.net to auction off our old, obsolete equipment. Recently, the College placed two large pieces of equipment on our GovDeals auction site. These two items are no longer needed due to the closure of the auto body program.

The first item was a frame straightener. This item was bid on by two vendors during the auction cycle. The auction closed on December 1st with a winning bid of \$40,500. The successful bidder was Dave Rabatin from Holmesville, OH. The second item was the paint booth. No one bid on this item during the auction cycle. Subsequently, Ace Sign, Springfield, IL has offered \$26,000 for the paint booth.

Since we have started using the GovDeals website, we have been able generate over \$22,000 in revenue from the sale of obsolete equipment.

MOTION: Move to approve the sale of the frame straightener in the amount of \$40,500 to Dave Rabatin and the paint booth in the amount of \$26,000 to Ace Sign Company.

III. Action Agenda

AGENDA ITEM III.A.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revision to Board Policy 5.38 – Student Publications

DATE: December 13, 2021

The following is a proposed change to Board Policy 5.38 - Student Publications. Revise and change Board Policy 5.38 – Student Publications to Board Policy 4.17 – Student Publications. The proposed change will go into effect immediately upon approval.

Policy Statement: The College shall publish ~~a student newspaper and other student publications in furtherance of educational goals. It shall also serve the entire college community by reporting the news, including College events and activities. It shall operate in accordance with the rights guaranteed by the First Amendment to the United States Constitution. and subject to such responsibilities as are imposed by law or by prevailing journalistic standards.~~

This change is being presented for a first reading tonight. No action is required at this meeting. With Board concurrence, we will return this policy to you for action at the regularly scheduled January 2022 meeting of the Board.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Establishment of 2021 Tax Levy

DATE: December 13, 2021

As you may recall, we begin the budget process in December by establishing the tax levy for the following year. The levy must be completed and filed by the fourth Tuesday in December. Before you this evening is the resolution to adopt the local property tax levy for 2021. Accounting standards implemented under GASB 35 will cause this levy to be recognized for reporting purposes equally between FY 2022 and FY 2023

The law provides that the levy include the dollar amount requested rather than the tax rate desired. Consequently, the tax levy in conjunction with the district's equalized assessed valuation (EAV) will determine the tax rate. The Education Fund rate of 27¢ per \$100 of EAV and the Operation and Maintenance Fund rate of 7¢ per \$100 of EAV will remain the same as those extended by County Clerks in the last fiscal year. The proposed levy before you allows for EAV growth of up to 3.50% over CY20 EAV.

The State of Illinois "Truth In Taxation" statute requires taxing bodies to publish a "Public Notice of Proposed Tax Increase" if the "aggregate levy" exceeds the prior year extension by 105%, excluding election and debt costs. The resolution regarding estimated amounts necessary to be levied in 2021, exclusive of debt retirement, includes an "aggregate levy" of 103.80% in excess of the estimated prior year's extension.

LLCC's 2020 extension, exclusive of debt service, was \$31,151,994. The levy recommended to you tonight, exclusive of debt service, is \$32,336,855, an increase of 3.80% over the previous year's extension.

The total levy for debt service includes \$2,817,529 for the retirement of principle and interest for the General Obligation Refunding Bonds, Series 2016, Alternative Revenue Source General Obligation Bonds, Series, 2019 and General Obligation Refunding Bonds, Series 2020. The Alternative Revenue Source General Obligations Bonds, Series 2019 will be abated in January 2022. After these bonds are abated, the debt service levy represents a decrease of .32% over the previous year's final extension.

The total estimated 2021 levy of \$35,154,384, including debt service, represents a 4.5% increase over the 2020 extension of \$33,653,198. This increase goes down to 3.5% after the abatement of the 2019 bond.

I have attached (1) the formal resolution necessary to establish the 2021 tax levy, (2) a copy of the certificate of tax levy to be filed with each county clerk in the district, (3) the truth in taxation certificate of compliance. The district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a truth in taxation notice and hearing will not be required for the 2021 tax levy.

I'll be happy to provide clarification or any additional information.

MOTION: Move to approve the establishment of a 2021 tax levy of \$18,953,333 for educational purposes; \$4,913,827 for operations and maintenance purposes; \$5,790,000 for liability, protection and settlement purposes; \$560,000 for social security and Medicare insurance purposes; \$60,000 for audit purposes; \$2,059,695 for protection, health and safety purposes; and \$2,817,529 for Bond and Interest purposes; for a total of \$35,154,384.

RESOLUTION ON ESTIMATED TAX LEVY FOR 2021

**LINCOLN LAND COMMUNITY COLLEGE
RESOLUTION REGARDING ESTIMATED AMOUNTS
NECESSARY TO BE LEVIED FOR THE YEAR 2021**

WHEREAS, The truth in Taxation Act requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the district; and

WHEREAS, if the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the levy of the preceding year, public notice shall be given and a public hearing shall be held on the district's intent to adopt a tax levy in an amount which is more than 105% of such extension or estimated extension for the preceding year; and

WHEREAS, the aggregate amount of property taxes extended for 2020 was:

Educational Purposes.....	\$18,311,180
Operations and Maintenance Purposes.....	4,747,659
Protection, Health and Safety Purposes	1,734,586
Auditing Purposes	74,081
Tort Immunity Purposes	5,742,174
Social Security & Medicare Insurance Purposes	542,314
TOTAL	\$31,151,994

and

WHEREAS, it is determined that the estimated amount of taxes necessary to be raised by taxation for the year 2021 is as follows:

Educational Purposes.....	\$18,953,333
Operations and Maintenance Purposes.....	4,913,827
Protection, Health and Safety Purposes	2,059,695
Auditing Purposes	60,000
Tort Immunity Purposes	5,790,000
Social Security & Medicare Insurance Purposes	560,000
TOTAL	\$32,336,855

And, that the amount of taxes levied for the year 2021 be allocated 50 percent for FY 2022 and 50 percent for FY 2023.

WHEREAS, the Truth in Taxation Act, as amended, requires that all taxing districts in the State of Illinois provide data in the Notice concerning the levies made for debt service pursuant to statute, referendum, resolution or agreement to retire principal or pay interest on bonds, notes, and debentures or other financial instruments which evidence indebtedness; and

WHEREAS, the amount of property taxes extended for the bond and interest purposes for 2020 was \$2,501,204 and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2021 is \$2,817,529. Of which,

\$324,369 of the Alternative Revenue Source General Obligation Bonds, Series, 2019 will be abated.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees, Lincoln Land 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, as follows:

- SECTION 1: The aggregate amount of taxes estimated to be levied for the year 2021 is \$32,336,855.
- SECTION 2: The aggregate amount of taxes estimated to be levied for the year 2021 **does not** exceed 105% of the taxes extended by the district in the year 2020
- SECTION 3: The amount of taxes estimated to be levied for the year 2021 for debt service is \$2,817,529 which is 112.65% of the taxes extended for debt service for 2020.
- SECTION 4: Each county clerk shall also extend a special tax for bond and interest payments as set forth in the certified copy of the resolutions (bond schedules) on file in the office of the county clerk of each county in which District No. 526 is situated.
- SECTION 5: The estimated aggregate amount necessary to be levied exclusive of election costs and bond and interest costs, **does not** exceed 105% of the amount of property taxes extended or estimated to be extended including any amount abated by the taxing district upon the levy of the previous year.

ATTEST:

Chairman, Board of Trustees

Secretary, Board of Trustees

**TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE**

This applies to the tax levy for the year 2021 payable 2022

I, the undersigned, hereby certify that I am the presiding officer of Lincoln Land Community College District 526, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of Section 18-60 through 18-85 of the "Truth in Taxation" law.

Check One of the Choices Below:

- 1) The taxing district published a notice in the newspaper and conducted a hearing meeting the requirements of the Truth in Taxation Law.
- 2) The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a notice and a hearing were not necessary.
- 3) The proposed aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.
- 4) The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

Date: December 13, 2021

Presiding officer: _____
Secretary of Board (or) Board Chair

CERTIFICATE OF TAX LEVY

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.

We hereby certify that we require:

- the sum of \$18,953,333 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
the sum of \$ 4,913,827 to be levied as a tax for operations and maintenance purpose (110 ILCS 805/3-1), and
the sum of \$ 0 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
the sum of \$ 5,790,000 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and
the sum of \$ 560,000 to be levied as a special tax for purposes for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
the sum of \$ 60,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
the sum of \$ 2,059,695 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
the sum of \$ 0 to be levied as a special tax for purposes, on the taxable property of our community college district for the year 2020.

Signed this 13th day of December, 2021.

Chairman of the Board of Said Community College District

Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district that have not been paid in full (three).

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

(Detach and Return to Lincoln Land Community College, 5250 Shepherd Road, P O Box 19256, Springfield, IL 62794-9256)

This is to certify that the Certificate of Tax Levy for 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 on the equalized assessed value of all taxable property of said community college district for the year 2021 was filed in the office of the County Clerk of this county on , 2021.

In addition to an extension of taxes authorized by levies made by the Board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the General Obligation Refunding Bonds, Series 2016, Alternative Revenue Source General Obligation Bonds, Series 2019, General Obligation Refunding Bonds, Series 2020 for the year 2021, is \$1,338,150, \$324,369, and \$1,155,010, respectively. The Alternative Revenue Source General Obligation Bonds, Series 2019 will be abated in January 2022.

Date County Clerk and County

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: December 13, 2021

POSITION VACANCIES

Classified

Public Relations and Marketing Assistant (FT)

Professional

Chef Specialist (FT)

IT Project Manager (FT)

IT Security and Assurance Manager (FT)

Student Success Coach I (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 Instructors (2)

Criminal Justice Instructor

Economics Instructor

Mathematics Instructor

Nursing Instructor (3)

Philosophy Instructor

Sociology Instructor

Spanish Instructor

Teacher Education Instructor

HIRES

Tammy Baehr
Donald Stokes
Shannon Wyzard

Police Officer (FT)
Building Custodian (FT)
Course Materials Coordinator (FT)

11/30/2021
11/29/2021
11/30/2021

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: December 13, 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

Our recommendation is before you tonight.

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/Summer 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 – FY22

Main Campus Exterior Lighting Upgrade Phase 2

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

Medical District Flooring Replacement

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

Medical District Lighting Upgrades

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

Medical District Paving Repairs

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

Medical District Water Infiltration Remediation

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

Sangamon Hall Chiller Repairs and Upgrades

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

PHS Projects – Excess Funds

Child Development Center Water Infiltration Repairs

This project is complete. We are awaiting closeout documents.

FY22 Small Projects

Litchfield Service Counter ADA Upgrade

This project is complete. We are awaiting closeout documents.

Jacksonville Office Renovations

Our recommendation is before you tonight.

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;">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 Listing • 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 	<p style="text-align: center;">DECEMBER 2022</p> <ul style="list-style-type: none"> • Adopt CY22 Property Tax Levy • Board Meeting 12/12/22

AGENDA ITEM IV.H.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Ken Elmore
Chairman

SUBJECT: Election of Secretary

DATE: December 13, 2021

Secretary Findley's resignation from the board is effective January 3, 2022. This will leave the secretary position vacant. We will accept nominations at this meeting to fill that office (term begins January 4, 2022).

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 business of the district.

V. Strategic Discussion

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Strategic Plan Draft Presentation

DATE: December 13, 2021

Back in the Spring of 2021, the College engaged a consultant to assist in the development of a new five-year Strategic Plan. This evening, Ms. Dawn Busick with Thomas P. Miller & Associates will be presenting a draft of the Strategic Plan for board discussion.