LLCC Board of Trustees Regular Meeting

January 26, 2022

Ken Elmore, Chair
Gordon Gates, Vice Chair
Samantha Raymond, Secretary
Vicki Davis
Jeff Fulgenzi
Wayne Rosenthal
Meghan Hadden, Student Trustee
Charlotte Warren, President
AGENDA
REGULAR MEETING
Wednesday, January 26, 2022
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 January 26, 2022 Meeting
   D. Introductions and Recognitions
   F. Hearing of Citizens

II. Consent Agenda
   A. Approval of Minutes of the Regular Meeting of December 13, 2021
   B. Ratify Payments of Cash Disbursements for December and the December 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. Data Cookbook with Consulting Services
   F. Contracts/Agreements
      2. Ellucian Payment Center by Touchnet
      3. Touchnet Payment Plans
   G. Monthly Grant Status Report
   H. Facility Leases
   I. Construction Items
      1. Selection of Architectural Firm for Medical District Lighting, Flooring, Water Infiltration Project
      2. Montgomery Hall Reheat Replacement – Change Orders
      3. Classroom Renovations in Menard, Millennium, and Logan Hall – Change Orders
      4. Generator South Side Main Campus Project – Contractor Recommendation
      5. Litchfield Service Counter ADA Upgrade – Change Orders
   J. Other Items

III. Action Agenda
   A. Policies
      1. Revision to Board Policy 5.38 – Student Publications (action)
2. Revision to Board Policy 5.42 – Schedule Changes (1st read)
3. New Board Policy 4.17 - Faculty Qualifications (1st read)

B. Academic Services Division Items
   1. Summary of Curriculum Changes for 2022-2023 Catalog

C. Student Services Division Items

D. Administrative Services Division Items
   1. Abatement Resolution of Series 2019 Bond Tax Levy
   2. Adoption of LLCC 5-Year Strategic Plan

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
      d. Quarterly Budget Transfer 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

VI. Executive Session

A. Personnel Matters

B. Review of Executive Session Minutes

C. Pending /Imminent Legal Matters

VII. Actions from Open/Executive Session

A. Approval of Personnel Matters

B. Approval of Release of Executive Session Minutes and Approval of Recording Matters

VIII. Adjournment
I. Preliminary Matters
II. Consent Agenda
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

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

DATE: January 26, 2022

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 December, 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).


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

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Out-of-State Travel
DATE: January 26, 2022

<table>
<thead>
<tr>
<th>Name</th>
<th>Meeting</th>
<th>Location</th>
<th>Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maskey, Cynthia</td>
<td>Accreditation Commission for Education in Nursing</td>
<td>Broomall, PA</td>
<td>Paid by Accreditation Commission</td>
<td>$0</td>
</tr>
<tr>
<td>Dockter, Jason</td>
<td>American Association of Community Colleges Conference</td>
<td>New York, NY</td>
<td>Staff Development</td>
<td>$3,316</td>
</tr>
<tr>
<td>Harmon, Bill Bauman, Holly (plus 9 students)</td>
<td>National Postsecondary Agriculture Student Organization Conference</td>
<td>Minneapolis, MN</td>
<td>Club Trip</td>
<td>$9,919</td>
</tr>
<tr>
<td>Bauman, Holly (plus 4 students)</td>
<td>National FFA Conference</td>
<td>Indianapolis, IN</td>
<td>Club Trip</td>
<td>$6,338</td>
</tr>
<tr>
<td>Harmon, Bill Bauman, Holly (plus 9 students)</td>
<td>Ag Industry Trip</td>
<td>Dallas, TX</td>
<td>Club Trip</td>
<td>$20,742</td>
</tr>
<tr>
<td>Raymond, Samantha</td>
<td>Association of Community College Trustees National Summit</td>
<td>Washington, D.C.</td>
<td>Board Travel</td>
<td>$2,200</td>
</tr>
<tr>
<td>Name</td>
<td>Event</td>
<td>Location</td>
<td>Type</td>
<td>Cost</td>
</tr>
<tr>
<td>--------------------</td>
<td>---------------------------------------------------</td>
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</tr>
<tr>
<td>Harmon, Bill</td>
<td>National Farm Machinery Show</td>
<td>Louisville, KY</td>
<td>Club Trip</td>
<td>$1,476</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Davis, Vicki</td>
<td>Association of Community College Trustees National</td>
<td>Washington, D.C.</td>
<td>Board Travel</td>
<td>$2,200</td>
</tr>
<tr>
<td></td>
<td>Summit</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Data Cookbook with Consulting Services

DATE: January 26, 2022

Board approval is requested for the purchase of Data Cookbook, a SaaS data management platform, from IData, a leading data management firm for Higher Education. Data Cookbook implementation will give us a pragmatic framework to support governance of our data assets. With negotiations, we were able to secure the consulting services at no cost, a service typically quoted at $16,000.

Budget Impact:
Total Funds Requested: $39,000
Source of Funds: Operating Funds
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:
How will proposed agenda item impact student learning?
Implementation of Data Cookbook will build trust in and facilitate access to the College’s data, which will ultimately support the use of data when making decisions about our student experiences and what changes may be needed to help students’ persistence to goal attainment.

How will proposed agenda item be measured?
Project impact will ultimately be measured by the metrics designed as the different functions (such as data quality rules, monitoring and assessment) are implemented.

MOTION: Move to approve the annual support and implementation of the IData software in the amount of $39,000.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
        President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: January 26, 2022

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

The Culinary Institute has entered into a contract with the Lincoln Home Historic Site to provide a series of culinary classes. Ten classes will be held at the Lincoln Home Historic Site between June 3rd and August 5th, 2022.

The Community Education Department seeks approval to enter into an operating agreement with Elderhostel, Inc. d/b/a Road Scholar. The agreement will allow LLCC to continue to provide Road Scholar programming through 2027.

The Academic Services Division seeks approval to enter into an articulation agreement with Southern Illinois University Edwardsville. The agreement will facilitate the transfer of students who plan to pursue an Engineering Degree at Southern Illinois University Edwardsville.

MOTION: Move to approve the operating agreement with Elderhostel, Inc. d/b/a Road Scholar; move to approve the articulation agreement with Southern Illinois University Edwardsville.
### 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>Lincoln Home Historic Site Culinary Contract</td>
<td>The Culinary Institute has entered into a contract with the Lincoln Home Historic Site to provide a series of culinary classes. Ten classes will be held at the Lincoln Home Historic Site between June 3rd and August 5th, 2022.</td>
<td>Lincoln Home Historic Site</td>
<td>Culinary Institute</td>
<td>$4,000</td>
<td>June 3 through August 5, 2022</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$4,000</strong></td>
<td></td>
</tr>
</tbody>
</table>

### CLINICAL SITE, AFFILIATION, ARTICULATION, & TRAINING AGREEMENTS

<table>
<thead>
<tr>
<th>Contract Title</th>
<th>Brief Description</th>
<th>Contractor</th>
<th>LLCC Dept / Program</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Agreement with Elderhostel, Inc. d/b/a Road Scholar</td>
<td>The Community Education Department seeks approval to enter into an operating agreement with Elderhostel, Inc. d/b/a Road Scholar. The agreement will allow LLCC to continue to provide Road Scholar programming through 2027.</td>
<td>Elderhostel, Inc. d/b/a Road Scholar</td>
<td>Community Education</td>
<td>June 8, 2022 through June 8, 2027</td>
</tr>
<tr>
<td>Articulation Agreement with Southern Illinois University Edwardsville</td>
<td>The Academic Services Division seeks approval to enter into an articulation agreement with Southern Illinois University Edwardsville. The agreement will facilitate the transfer of students who plan to pursue an Engineering Degree at Southern Illinois University Edwardsville.</td>
<td>Southern Illinois University Edwardsville</td>
<td>Academic Services</td>
<td>January 1, 2022 through December 31, 2032</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
       President

SUBJECT: Ellucian Payment Center by TouchNet

DATE: January 26, 2022

Board approval is requested to contract with Ellucian to implement Ellucian Payment Center by Touchnet. Our current e-commerce gateway will no longer support the new NACHA ACH fraud detection rules. In order to be in compliance, we are transitioning our e-commerce payment gateway to the Ellucian Payment Center. The TouchNet software will provide much needed security and compliance with PCI standards. Ellucian Payment Center software and implementation is not to exceed $48,521.

Budget Impact:
Total Funds Requested: $48,521
Source of Funds: Consulting Funds
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:
How will proposed agenda item impact student learning?
We will be able to process all credit card transactions, become chip and pin compliant and meet all PCI compliance standards.

How will proposed agenda item be measured?
Greater security over our credit card processing.

MOTION: Move to approve the contract with Ellucian for the Ellucian Payment Center by TouchNet not to exceed $48,521.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren  
President

SUBJECT: TouchNet Payment Plans

DATE: January 26, 2022

Board approval is requested to contract with TouchNet for our student payment plans. With us switching over our e-commerce services to TouchNet, we have the ability to implement additional software that is compatible with Ellucian. The TouchNet software will provide a much more user-friendly payment plan solution to students with added functionalities. TouchNet payment plan software and implementation is not to exceed $23,650. With the TouchNet payment plan software, we will be able to keep the student enrollment fee for each payment plan. This enrollment fee will offset the cost of the software.

Budget Impact:
Total Funds Requested: $23,650  
Source of Funds: Consulting Funds
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:
How will proposed agenda item impact student learning?  
Students will have greater functionalities and services for their payment plans.

How will proposed agenda item be measured?  
Easier processing of student payment plans

MOTION: Move to approve the contract with TouchNet for payment plans not to exceed $23,650.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
        President

SUBJECT: Selection of Design Firm for Medical District Lighting, Flooring, Water Infiltration Project

DATE: January 26, 2022

Included at a memo before you tonight, PHS projects Medical District Flooring Replacement, Medical District Lighting Upgrades, and Medical District Water Infiltration Remediation were combined into one project, Medical District Lighting, Flooring, Water Infiltration. The project budget for the combined projects is now $768,643. John Shafer & Associates, Inc. (JSA), Springfield, IL, has agreed to provide design services for this (now combined) project. JSA is proposing a fee of $67,500 to provide these services, which is within the fee structure range for a project of this scope and complexity.

Budget Impact:

- Total Funds Requested: $67,500
- 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 accept the proposal from John Shafer & Associates, Inc. in the amount of $67,500 to provide design services for the Medical District Lighting, Flooring, Water Infiltration Project.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Montgomery Hall Reheat Replacement – Change Orders

DATE: January 26, 2022

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 order are submitted for ratification.

<table>
<thead>
<tr>
<th>RFP/CO#</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>M-001</td>
<td>Additional air filtration during construction.</td>
<td>$380</td>
</tr>
<tr>
<td></td>
<td>Total:</td>
<td>$380</td>
</tr>
</tbody>
</table>

Amount of project contingency: $19,900
Less previously approved change orders: $0
Change order(s) presented for ratification: $380
Less other consultant fees/permits to date: $0
Amount of contingency remaining: $19,520

Budget Impact:

Total Funds Requested: $380
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 above listed change orders in the amount of $380 for the Montgomery Hall Reheat Replacement project as presented.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Classroom Renovations in Menard, Millennium, and Logan Hall – Change Orders

DATE: January 26, 2022

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 order are submitted for ratification.

<table>
<thead>
<tr>
<th>RFP/CO#</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>G-001</td>
<td>Drywall, fin tube, exhaust fan, ductwork changes in Menard 2202 and 2203.</td>
<td>$19,720.87</td>
</tr>
<tr>
<td>G-002</td>
<td>Additional drywall work in Menard 2202 and 2203.</td>
<td>$2,375.39</td>
</tr>
<tr>
<td>G-003</td>
<td>Credit for utilizing &quot;field built&quot; markerboards in lieu of factory built</td>
<td>($645.00)</td>
</tr>
<tr>
<td>G-004</td>
<td>Signage allowance increase.</td>
<td>$229.06</td>
</tr>
<tr>
<td>G-005</td>
<td>Floor repair in Millennium.</td>
<td>$1,083.66</td>
</tr>
</tbody>
</table>

Total: $22,763.98

Amount of project contingency: $35,000.00
Less previously approved change orders: $0.00
Change order(s) presented for ratification: $22,763.98
Less other consultant fees/permits to date: $0.00
Amount of contingency remaining: $12,236.02

Budget Impact:
Total Funds Requested: $22,763.98
Source of Funds: Higher Education Emergency Relief Funds
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 above listed change orders in the amount of $22,763.98 for the Classroom Renovations in Menard, Millennium, and Logan Hall project as presented.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Generator South Side Main Campus Project – Contractor Recommendation

DATE: January 26, 2022

The Board approved the Emergency Deferred Maintenance Capital Project for installing generators for buildings on the south side of the Main Campus at the August 2019 meeting. The project is managed by the Capital Development Board (CDB). The CDB received sealed proposals on October 13, 2021. On October 26, 2021, the CDB determined Capitol Construction Group, LLC d/b/a Egizii Electric was the lowest responsive bidder. We concur. Your recommendation of award is required to complete the process.

A tabulation of those proposals is as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Base Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capitol Construction Group, LLC d/b/a</td>
<td>$534,882</td>
</tr>
<tr>
<td>Egizii Electric</td>
<td></td>
</tr>
<tr>
<td>Springfield, IL</td>
<td></td>
</tr>
<tr>
<td>Porter Electric LLC</td>
<td>$557,409</td>
</tr>
<tr>
<td>Pekin, IL</td>
<td></td>
</tr>
<tr>
<td>B&amp;B Electric, Inc.</td>
<td>$567,000</td>
</tr>
<tr>
<td>Springfield, IL</td>
<td></td>
</tr>
</tbody>
</table>

The above bid is within the project budget established during the Deferred Maintenance Capital Project approval process. The following company was issued bid documents but chose not to submit a proposal: None.

Budget Impact:
Total Funds Requested: $588,382
($534,882 Bid Amount + $53,500 Contingency)

Source of Funds: Emergency/Deferred Maintenance Capital Funding and Infrastructure Fees

Projected Revenue: N/A
Projected Savings: N/A
Student Learning Impact:
  How will proposed agenda item impact student learning?
  By improving the physical environment in which instruction, study, administrative and leisure activities take place.

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

MOTION: Move to approve the base bid from Capitol Construction Group, LLC in the amount of $534,882, and to establish a project contingency in the amount of $53,500, for an aggregate amount of $588,382 to complete the Generator South Side Main Campus Project at LLCC’s Main Campus.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Litchfield Service Counter ADA Upgrade – Change Orders

DATE: January 26, 2022

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 order is submitted for ratification.

<table>
<thead>
<tr>
<th>RFP/CO#</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>G-001</td>
<td>Grout bed for counter support</td>
<td>$3,062.50</td>
</tr>
<tr>
<td></td>
<td>Total:</td>
<td>$3,062.50</td>
</tr>
</tbody>
</table>

Amount of project contingency: $3,500.00
Less previously approved change orders: $0.00
Change order(s) presented for ratification: $3,062.50
Less other consultant fees/permits to date: $0.00
Amount of contingency remaining: $437.50

Budget Impact:
Total Funds Requested: $3,062.50
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 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 above listed change orders in the amount of $3,062.50 for the Litchfield Service Counter ADA Upgrade project as presented.
III. Action Agenda
MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Revision to Board Policy 5.38 – Student Publications
DATE: January 26, 2022

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.

This change was presented last month for a first reading and is submitted for Board approval this evening.

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.

MOTION: Move to approve revisions to Board Policy 5.38 – Student Publications.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revision to Board Policy 5.42 – Schedule Changes

DATE: January 26, 2022

The following is a proposed change to Board Policy 5.42 - Schedule Changes. Revise Board Policy 5.42 – Schedule Changes. The proposed change will go into effect immediately upon approval.

Policy Statement: Students may enroll add or withdraw from courses as follows: 1. Adding Enrolling in Course(s): Students may add a course(s) to their schedule enroll before the semester a term begins, or during the first week in a regular College semester or term. After the starting date of a term, a student may not initially enroll. Students already enrolled in a course(s) for a given term may add a course(s) to their schedule during the first week in that term. In special and unusual circumstances, the Vice President for Student Services, or the Vice President’s designee, may, after consultation with the relevant faculty member and the appropriate dean, authorize a registration after the late registration period. A late fee shall be assessed if the student adds a course(s) after the first meeting. 2. Withdrawing from Course(s): Students may officially withdraw from courses up to one full week before the last day of classes in a regular college semester or term. After the sixth day of class a student will receive a grade of “W”. Shorter term courses will have a proportionate withdrawal period. Refunds shall be in accordance with Board Policy 5.18, “Tuition and Fee Refund”, and the grade recorded at the time of withdrawal shall be in accordance with Board Policy 5.8, “Grades Given Upon Withdrawal.”

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 February 2022 meeting of the Board.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: New Board Policy 4.17 – Faculty Qualifications

DATE: January 26, 2022

The following is a proposed new Board Policy 4.17 – Faculty Qualifications. This proposed policy will ensure that Lincoln Land Community College’s faculty credentialing practices are documented and aligned with minimum qualification requirements of the Higher Learning Commission and the Illinois Community College Board.

This new policy is being presented for a first reading tonight. No action is required at this meeting.

When hiring faculty, the academic deans will follow the minimum qualification requirements outlined below, derived from the credentials and qualifications required by both the Illinois Community College Board and the Higher Learning Commission. Faculty are hired based on their disciplinary and instructional expertise and experience.

A. Transfer Disciplines
   a. Faculty member has earned a master’s or doctoral degree in any discipline and at least 18 hours of graduate credit in the discipline for which the faculty member is employed. (Proficiency/Mastery of a foreign language verified by tested experience may qualify in lieu of graduate credit for foreign language instruction).
   b. Faculty member has the ability to teach a substantive range of courses in the discipline.

B. Occupational (CTE) Disciplines
   a. Faculty member has recently worked at least 2,000 hours (other than work in conjunction with an internship, apprenticeship, or similar educational program) in the discipline or closely related field.
   b. Faculty member has met additional qualifications as required by any law, rule, or regulation.
   c. Faculty member has the ability to teach a substantive range of courses in the discipline.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte Warren
President

SUBJECT: Summary of Curriculum Changes for 2022-2023 Catalog

DATE: January 26, 2022

The following curriculum changes have been recommended for approval by following the College’s curriculum development process. Recommended changes include curriculum changes at the course level, including the development of new courses, revision of existing courses, and withdrawal of courses from the College’s offerings. Changes are also recommended at the curriculum/program level, including the development of new curriculum/program, revision of existing curriculum/program, and deactivation of curriculum/program.

New Courses:
- ADN 114, ART 109, ART 200, ART 290, CMN 299, DMS 111, DMS 210, DMS 211, DMS 212, DMS 213, DMS 214, EGL 106, HUM 111, IMD 110, IMD 120, IMD 210, IMD 220, IMD 230, IMD 240, IMD 295, MAT 041

Revised Courses:
- ADN 105, ADN 120, ADN 232, ADN 244, ART 111, ART 116, CLA 100, CLA 131, CLA 132, CLA 141, CLA 200, DMS 101, DMS 102, DMS 103, DMS 104, DMS 105, DMS 106, DMS 107, DMS 108, DMS 109, DMS 110, DMS 200, DMS 201, DMS 203, DMS 204, DMS 205, EGL 103, EGL 114, FLM 101, GEG 104, GEG 201, HSP 201, HSP 213, HSP 230, HUM 101, MAT 141, MCS 110, MCS 121, MCS 125, MCS 213, MCS 219, OTA 200, OTA 201, OTA 202, RAD 101, RAD 103, RAD 104, RAD 105, RAD 111

Withdrawn Courses:
- ADN 110, ADN 111, ART 110, CAS 101, CAS 102, CAS 103, CAS 109, CAS 160, CAS 205, CAS 210, CAS 224, COS 100, COS 101, COS 104, COS 111, COS 120, COS 130, COS 150, COS 200, COS 208, COS 220, COS 226, COS 240, HUM 112, MUS 220, MUS 221

New Curriculum/Program:
- AAS Diagnostic Medical Sonography, CC Vascular Sonography

Revised Curriculum/Programs:
- CA Advanced-Level Welding, AAS Agribusiness, AAS Airframe and Powerplant Aviation Mechanics, CA Automotive Technician, AAS Automotive Technology, CC Basic Multipractice Welding, AAS Commercial Electrical Maintenance, AAS Construction
Inactive Curriculum/Programs:
- CA Diagnostic Medical Sonography

Budget Impact:
Total Funds Requested: Requested separately
Source of Funds: Operating funds
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:
How will proposed agenda item impact student learning?
Students will be offered courses and programs that reflect best-practice in each field.

How will proposed agenda item be measured?
Academic Services will monitor student achievement of identified learning outcomes as well as course and program enrollments.

MOTION: Move to approve the 2022-2023 curriculum updates to catalog.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Abatement Resolution of Series 2019 Bond Tax Levy

DATE: January 26, 2022

Per the bond agreement for the Lincoln Land Community College District No. 526 General Obligation Bonds (Alternative Revenue Source), Series 2019 it is stated that each year the tax levy will be abated. The revenue to fund these bonds will be paid from the Kreher Trust account. At this time, the college has received the funds from the Trust account.

MOTION: Move to approve the resolution abating the 2021 tax levy for the Series 2019 Bond for Lincoln Land Community College.
WHEREAS, Lincoln Land Community College (Community College District No. 526), Counties of Sangamon, Bond, Cass, Christian, DeWitt, Fayette, Green, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan and Scott, and State of Illinois (the “District”) issued its $7,500,000 General Obligation Bonds (Alternate Revenue Source), Series 2019 (the “Bonds”) pursuant to a resolution adopted February 27, 2019 (the “Bond Resolution”) by the Board of Trustees of the District (the “Board”); and

WHEREAS, the Bond Resolution has a 2021 tax levy collectable in 2022 to pay principal and interest coming due on the Bonds (the “Tax Levy”), and provides that the District may abate the Tax Levy if the District has funds in the amount of the Tax Levy irrevocably on deposit in the Bond Fund; and

WHEREAS, the Board finds that the Bond Fund does now contain funds irrevocably on deposit in the amount of the Tax Levy with which the District will pay principal and interest on the Bonds next coming due.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF LINCOLN LAND COMMUNITY COLLEGE (COMMUNITY COLLEGE DISTRICT NO. 526), SANGAMON COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. Incorporation of Preambles. The Board finds that the recitals contained in the preambles to this Resolution are true and correct and does incorporate such recitals into this Resolution by this reference.

Section 2. Determination to Abate Tax Levy. The Board elects to abate the Tax Levy and authorizes and directs the Treasurer of the District to file all such documents and certificates with the County Clerks of the counties in which the District is located directing the County Clerks to abate the Tax Levy.

Adopted: ______________________

________________________________
Chairman

ATTEST:

_________________________
Secretary
CERTIFICATE OF ABATEMENT OF THE 2021 TAX LEVY
FOR THE LINCOLN LAND COMMUNITY COLLEGE
(COMMUNITY COLLEGE DISTRICT NO. 526) GENERAL
OBLIGATION BONDS (ALTERNATE REVENUE
SOURCE), SERIES 2019

TO THE COUNTY CLERKS OF THE COUNTIES OF SANGAMON, BOND, CASS,
CHRISTIAN, DEWITT, FAYETTE, GREEN, LOGAN, MACON, MACOUPIN,
MASON, MENARD, MONTGOMERY, MORGAN AND SCOTT, ILLINOIS:

I, Bryan Gleckler, certify that I am the duly qualified and acting Treasurer of
Lincoln Land Community College (Community College District No. 526), Counties of
Sangamon, Bond, Cass, Christian, DeWitt, Fayette, Green, Logan, Macon, Macoupin,
Mason, Menard, Montgomery, Morgan and Scott, and State of Illinois (the “District”),
having been directed and authorized by the Board of Trustees of the District (the “Board”) to
prepare and file this Certificate of Abatement, do hereby direct you as follows:

1. The District has issued its $7,500,000 General Obligation Bonds (Alternate
Revenue Source), Series 2019 (the “Bonds”) pursuant to a resolution adopted by the Board
on February 27, 2019 (the “Bond Resolution”).

2. Section 10 of the Bond Resolution contains a 2021 tax levy collectable in
2022 to pay principal and interest coming due on the Bonds (the “Tax Levy”).

3. The District has funds in the amount of the Tax Levy irrevocably on deposit in
the Bond Fund created by the Bond Resolution and the District has elected to abate the
Tax Levy.

4. You are hereby notified and directed to abate the Tax Levy for the 2021 tax
year collectable in 2022.

IN WITNESS HEREOF, I affix my official signature this ______________, 2022.

___________________________________
Treasurer
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Adoption of LLCC 5-Year Strategic Plan

DATE: January 26, 2022

As you recall, a draft 5-year strategic plan was reviewed by the Board of Trustees back in December 2021 and was released to the college community for feedback over the course of the past month. The feedback received from the college community was overwhelmingly positive. In addition, updates were made to the plan based on our discussion from the December 13, 2021 board meeting.

We are presenting the final plan for your approval this evening.

MOTION: Move to approve a new 5-year strategic plan as presented for Lincoln Land Community College covering January 2022 through December 2026.
IV. Information Items
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: January 26, 2022

POSITION VACANCIES

Classified
Grounds Maintenance Worker - 2 (FT)

Professional
Chemical Hygiene Officer and Laboratory Supervisor (FT)
IT Security and Assurance Manager (FT)
Network Administrator (FT)
Police Officer (FT)
Systems Administrator II (FT)

Administrator
Program Director, Industrial Maintenance and Electrical (FT)

Faculty
Agriculture Instructor
Basic Nurse Assistant Instructor
Biology Instructor
Business & Accounting Instructor
Communication Instructor
Computer Science Instructor (2)
Criminal Justice Instructor
Mathematics Instructor
Nursing Instructor (3)
Philosophy Instructor
Sociology Instructor
Spanish Instructor

HIRES
Joshua Dineen Chef Specialist 01/03/2022
Frank Schmitz Student Success Coach I 01/18/2022
Ben Snider IT Project Manager 02/02/2022
Tiffany Sunderlin Academic Support Specialist 12/01/2021
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date</th>
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<tbody>
<tr>
<td>Amy Chernowsky</td>
<td>Instructional Designer</td>
<td>01/14/2022</td>
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<tr>
<td>Mark Howard</td>
<td>Truck Driver Training Specialist</td>
<td>12/17/2021</td>
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<tr>
<td>Sarah Mills</td>
<td>Financial Aid Representative</td>
<td>01/07/2022</td>
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<tr>
<td>Doug Usher</td>
<td>Truck Driver Training Specialist</td>
<td>12/16/2021</td>
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<tr>
<td>Holly Walton</td>
<td>Purchasing Coordinator</td>
<td>01/14/2022</td>
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<tr>
<td>William Whitener</td>
<td>Police Officer</td>
<td>12/31/2021</td>
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<tr>
<td>Max Yanor</td>
<td>Police Officer</td>
<td>01/09/2022</td>
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MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
      President

SUBJECT: Construction Progress Update

DATE: January 26, 2022

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 substantially complete, we are awaiting closeout documents.

Logan Hall Code and Flooring Upgrades
This project is 95% complete.

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 complete.

Security Camera Updates Phase 2
The project is under way.

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 50% complete.
PHS Projects – FY22

Main Campus Exterior Lighting Upgrade Phase 2
Development of construction documents is underway.

Medical District Lighting, Flooring, Water Infiltration
Development of construction documents is underway.

Medical District Paving Repairs
Development of construction documents is underway.

Sangamon Hall Chiller Repairs and Upgrades
Development of construction documents is underway. We anticipate the project to bid and work to begin in 2022.

FY22 Small Projects

Litchfield Service Counter ADA Upgrade
This project is complete. We are awaiting closeout documents.

Jacksonville Office Renovations
The project is under way.

Deferred Maintenance Capital Project (CDB Managed)

Generators for South Side of Main Campus
Our recommendation is before you tonight.

Exterior Door Security Upgrades
CDB is currently in contract negotiations with Berners Schober to establish what scope can be included with the budget available.

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

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Quarterly Budget Transfer Report

DATE: January 26, 2022

Attached is the Quarterly Budget Transfer Report reflecting transfers at the end of the second 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

December 31, 2021

### EDUCATIONAL FUND

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<td>Budget</td>
<td>$40,847,570</td>
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<td>Transfers</td>
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### O&M FUND

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### OTHER FUNDS

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<td>Budget</td>
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<td>Transfers</td>
<td>$28,450</td>
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<td>Percentage</td>
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### TOTAL OPERATING BUDGET

#### Revenue

- Original Budget $46,543,518
- Adjusted Revenues $46,543,518
- Additional Funds Available $0

#### Expenditures

- Original Budget $46,543,518
- Adjusted Expenditures $46,543,518
- Additional Expenditures $0

#### Net Change $0
## AGENDA MASTER CALENDAR

<table>
<thead>
<tr>
<th>FEBRUARY 2022</th>
<th>MARCH 2022</th>
<th>APRIL 2022</th>
<th>MAY 2022</th>
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<tr>
<td>Sabbatical Leaves</td>
<td>Administrative Positions</td>
<td>Seating of Student Trustee</td>
<td>Student Recognition</td>
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<td>Approval of Faculty Positions</td>
<td>Board Meeting 3/23/22</td>
<td>Foundation Gala 4/23/22</td>
<td>Employee Recognition</td>
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<td>Faculty Tenure &amp; Continuing Employment Recommendations</td>
<td>Board Meeting 3/23/22</td>
<td>Board Meeting 4/27/22</td>
<td>Commencement 5/13/22</td>
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<td>Board Meeting 2/23/22</td>
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<td>Board Meeting 5/25/22</td>
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<tr>
<th>JUNE 2022</th>
<th>JULY 2022</th>
<th>AUGUST 2022</th>
<th>SEPTEMBER 2022</th>
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<tr>
<td>Summer Adjunct Faculty Listing</td>
<td>FY23 Tentative Budget</td>
<td>Board Meeting 8/24/22</td>
<td>Budget Adoption/Public Hearing</td>
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<td>Budget Workshop</td>
<td>Board Meeting 7/27/22</td>
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<td>Fall Adjunct Faculty Listing</td>
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<td>Board Meeting 6/22/22</td>
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<td>Financial Audit Review</td>
<td>Board Meeting 11/16/22</td>
<td>Adopt CY22 Property Tax Levy</td>
<td>Spring Adjunct Faculty Listing</td>
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<td>Board Meeting 12/12/22</td>
<td>General Obligation Alternate Bond Levy Abatement</td>
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<td>Board Meeting 10/26/22</td>
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<td>Board Meeting 1/25/23</td>
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V. Strategic Discussion