LLCC Board of Trustees Regular Meeting

February 23, 2022

Ken Elmore, Chair
Gordon Gates, Vice Chair
Samantha Raymond, Secretary
Vicki Davis
Jeff Fulgenzi
Wayne Rosenthal
Meghan Hadden, Student Trustee
Charlotte Warren, President
I. Preliminary Matters
   A. Roll Call
   B. Pledge of Allegiance
   C. Adoption of Agenda of the February 23, 2022 Meeting
   D. Introductions and Recognitions
   E. Hearing of Citizens

II. Consent Agenda
   A. Approval of Minutes of the Regular Meeting of January 26, 2022
   B. Ratify Payment of All Cash Disbursements for January and the January 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. Purchase of 90 Wireless Access Points
      2. Dell EMC Servers Purchase
   F. Contracts/Agreements
   G. Monthly Grant Status Report
   H. Facility Leases
   I. Construction Items
      1. Sangamon/Menard Drive and Drainage Repair – Change Orders
      2. Nursing Renovation at Montgomery Hall – Change Orders
      3. Renovation of Microbiology Lab in Sangamon 2313 – Contractor Recommendation
      4. Approval of Small Project – Renovate Millennium and Lower-Level Sangamon
      5. Selection of Architectural Firm - Renovate Millennium and Lower-Level Sangamon
      6. Medical District Lighting, Flooring, Water Infiltration – Contractor Recommendation

III. Action Agenda
   A. Policies
      1. Revision to Board Policy 5.42 – Schedule Changes (action)
2. New Board Policy 4.17 – Faculty Qualifications (action)  
3. Revision to Board Policy 10.6 – Retention of Data  

B. Academic Services Division Items  
1. Sabbatical Leave Recommendation  
2. Naming of Faculty Emeritus  
C. Student Services Division Items  
D. Administrative Services Division Items  
   1. FY2021 External Audit Supplemental Items 
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  
   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 Professional Staff  
F. Report from Facilities Services Council  
G. Chairman’s Report  
H. Secretary’s Report  
I. Foundation Report  
J. Other Board Members’ Reports  

V. Strategic Discussion  

VI. Executive Session  

A. Personnel Matters  
B. Faculty Tenure and Continuing Employment  
C. Faculty Positions  
D. Appointment of Vacant Seat from Sub-District 6  
E. Pending/Imminent Legal Matters  

VII. Actions from Open/Executive Session  

A. Approval of Personnel Matters  
B. Approval of Faculty Tenure and Continuing Employment  
C. Approval of Faculty Positions  
D. Approval of Appointment of Vacant Seat from Sub-District 6  

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 January and the
           January Treasurer’s Report

DATE:     February 23, 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 January, 2022. (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 January 2022 and ratify the January 31, 2022, Treasurer’s Report.
MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
        President
SUBJECT: Ratification of Out-of-State Travel
DATE: February 23, 2022

<table>
<thead>
<tr>
<th>Name</th>
<th>Meeting</th>
<th>Location</th>
<th>Date</th>
<th>Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Watkins, Adam</td>
<td>American Conference of Academic Deans</td>
<td>Tampa, FL</td>
<td>Feb 22 – Feb 26, 2022</td>
<td>Professional Development</td>
<td>$2,356</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Out-of-State Travel

DATE: February 23, 2022

<table>
<thead>
<tr>
<th>Name</th>
<th>Meeting</th>
<th>Location</th>
<th>Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Henry, Bobbi</td>
<td>Assoc. for Institutional Research</td>
<td>Phoenix, AZ</td>
<td>Professional Development</td>
<td>$1,219</td>
</tr>
<tr>
<td>Kujawa, Tricia</td>
<td>Assoc. for Institutional Research</td>
<td>Phoenix, AZ</td>
<td>Professional Development</td>
<td>$1,390</td>
</tr>
<tr>
<td>Conway, Gretchen</td>
<td>American Occupational Therapy Natl. Conf.</td>
<td>San Antonio, TX</td>
<td>Professional Development</td>
<td>$1,780</td>
</tr>
<tr>
<td>Lindquist, Vern</td>
<td>Higher Ed Research &amp; Development Institute</td>
<td>Washington, DC</td>
<td>Administrative Travel</td>
<td>$80</td>
</tr>
<tr>
<td>Harmon, Andrew</td>
<td>Radiology Educators of Midwest</td>
<td>Davenport, IA</td>
<td>Professional Development</td>
<td>$15</td>
</tr>
<tr>
<td>Murphy, Janelle</td>
<td>Radiology Educators of Midwest</td>
<td>Davenport, IA</td>
<td>Professional Development</td>
<td>$81</td>
</tr>
<tr>
<td>Liesen, Diane</td>
<td>Neurodiagnostic Technology</td>
<td>Alvin, TX</td>
<td>Paid by Committee on Accreditation</td>
<td>$0</td>
</tr>
<tr>
<td>Liesen, Diane</td>
<td>Neurodiagnostic Technology</td>
<td>Tampa, FL</td>
<td>Paid by Committee on Accreditation</td>
<td>$0</td>
</tr>
<tr>
<td>Name</td>
<td>Event Details</td>
<td>Location</td>
<td>Type</td>
<td>Amount</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------------------------------------------------------------</td>
<td>-------------------</td>
<td>-------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Warren, Charlotte</td>
<td>American Council on Education Annual Meeting</td>
<td>San Diego, CA</td>
<td>Administrative Travel</td>
<td>$3,475</td>
</tr>
<tr>
<td>Riggle, Ron</td>
<td>NJCAA Convention</td>
<td>Birmingham, AL</td>
<td>Paid by NJCAA</td>
<td>$0</td>
</tr>
<tr>
<td>Kramer, Ann (+ 35 Attendees) *</td>
<td>Community Education</td>
<td>Kansas City, MO</td>
<td>Academy of Lifelong Learning</td>
<td>$17,230</td>
</tr>
<tr>
<td>Tweryon, Brian</td>
<td>International Assoc. of Campus Law Enforcement Administrators Exec. Development Institute</td>
<td>Reno, NV</td>
<td>Professional Development</td>
<td>$1,940</td>
</tr>
<tr>
<td>Kruse, Kyla</td>
<td>NCMPR National Conference</td>
<td>Denver, CO</td>
<td>Professional Development</td>
<td>$2,302</td>
</tr>
<tr>
<td>Suchland, Colin</td>
<td>National Association of Student Personnel Administration</td>
<td>Baltimore, MD</td>
<td>Professional Development</td>
<td>$1,740</td>
</tr>
<tr>
<td>Wisner, Rachel &amp; Softball Team</td>
<td>Softball</td>
<td>Hillsboro, MO</td>
<td>Athletic Travel</td>
<td>$544</td>
</tr>
<tr>
<td>Wisner, Rachel &amp; Softball Team</td>
<td>Softball</td>
<td>Ottumwa, IA</td>
<td>Athletic Travel</td>
<td>$544</td>
</tr>
</tbody>
</table>

*Originally approved October 2021. Initial trip was postponed. Revised dates are reflected.*
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Purchase of 90 Wireless Access Points

DATE: February 23, 2022

Board approval is requested for the purchase of 90 HPE Aruba AP-505 wireless access points from CDW-G to start the upgrade of the existing LLCC wireless network. The new wireless access points will provide increased connectivity for our students, faculty, and staff while improving the security and reliability of those connections. This phase of the project will upgrade Sangamon Hall and Menard Hall primarily.

Budget Impact:
Total Funds Requested: $61,000
Source of Funds: HEERF
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:
How will proposed agenda item impact student learning?
Updating with the wireless access points will provide faculty and students with critical up-to-date technology for improved student learning.

How will proposed agenda item be measured?
Updating the wireless access points will provide our students with improved access to LLCC online resources like Canvas, Office 365, and Logger Central. Users will be able to use a broad range of wireless enabled devices, including notebooks, smartphones, and tablets in more locations than we are currently able to serve. The new system will also provide industry leading security technology to help protect their wireless communications.

MOTION: Move to approve the purchase of 90 HPE Aruba AP-505 Wireless Access Points at a cost of $61,000.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Dell EMC Servers Purchase

DATE: February 23, 2022

Board approval is requested for the purchase of three Dell EMC AX-740xd servers from Dell Computers to replace aging server infrastructure.

Budget Impact:
- Total Funds Requested: $60,000
- Source of Funds: FFE
- Projected Revenue: N/A
- Projected Savings: N/A

Student Learning Impact:
- How will proposed agenda item impact student learning?
  The new servers will allow the college to operate more efficiently while providing better tools to our students to promote their academic success.

- How will proposed agenda item be measured?
  The reliability college operation to support student learning.

MOTION: Move to approve the purchase of three Dell EMC AX-740xd servers from Dell Computers in the amount of $60,000.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: February 23, 2022

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

The Community Education Department seeks approval to enter a memorandum of understanding with Black Rocket. Black Rocket will partner with the Community Education Department to provide virtual and in-person courses for the Summer 2022 College for Kids Program.

The Health Professions Department seeks approval to enter into a clinical site agreement with Aegis Therapies and Carlinville Rehabilitation and Nursing Center for students enrolled in the College’s Occupational Therapy Assistant Program. Aegis Therapies and Carlinville Rehabilitation and Nursing Center has facilities suitable for the educational needs of the students.

MOTION: Move to approve the memorandum of understanding with Black Rocket and to approve the clinical site agreement with Aegis Therapies and Carlinville Rehabilitation and Nursing Center.
## 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>Memorandum of Understanding with Black Rocket Productions</td>
<td>The Community Education Department seeks approval to enter a Memorandum of Understanding with Black Rocket. Black Rocket will partner with the Community Education Department to provide virtual and in-person courses for the Summer 2022 College for Kids Program.</td>
<td>Black Rocket Productions</td>
<td>Community Education</td>
<td>June 1, 2022 through June 1, 2023</td>
</tr>
<tr>
<td>Clinical Site Agreement with Aegis Therapies and Carlinville Rehabilitation and Nursing Center</td>
<td>The Health Professions Department seeks approval to enter into a Clinical Site Agreement with Aegis Therapies and Carlinville Rehabilitation and Nursing Center for students enrolled in the College’s Occupational Therapy Assistant Program. Aegis Therapies and Carlinville Rehabilitation and Nursing Center has facilities suitable for the educational needs of the students.</td>
<td>Aegis Therapies and Carlinville Rehabilitation and Nursing Center</td>
<td>Health Professions/ Occupational Therapy Assistant</td>
<td>April 1, 2022 through Indefinite</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: February 23, 2022

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

The Child Development Center seeks ratification for the award of the Strengthen and Grow Child Care Grant. The grant funds will be used to hire a new Child Care Teacher and replace some necessary furniture in the Child Development Center.

The Child Development Center seeks ratification for the award of the Child Care Workforce Bonus Grant. The grant funds provide a workforce bonus for our frontline childcare workers during the COVID-19 Pandemic.

MOTION: Move to ratify the Strengthen and Grow Child Care Grant in the amount of $100,000 and the Child Care Workforce Bonus Grant in the amount of $22,440.
<table>
<thead>
<tr>
<th>Grant Title</th>
<th>Brief Description</th>
<th>Grantor</th>
<th>LLCC Department / Program</th>
<th>LLCC Total Monetary Request</th>
<th>LLCC Match</th>
<th>Submitted</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strengthen and Grow Child Care Grant</td>
<td>The Child Development Center seeks ratification for the award of the Strengthen and Grow Child Care Grant. The grant funds will be used to hire a new Child Care Teacher and replace some necessary furniture in the Child Development Center.</td>
<td>Illinois Network of Child Care Resource Referral Agencies</td>
<td>Child Development Center</td>
<td>$100,000</td>
<td>$0</td>
<td>Yes</td>
<td>February 1, 2022 through January 31, 2023</td>
</tr>
<tr>
<td>Child Care Workforce Bonus Grant</td>
<td>The Child Development Center seeks ratification for the award of the Child Care Workforce Bonus Grant. The grant funds provide a workforce bonus for our frontline childcare workers during the COVID-19 Pandemic.</td>
<td>Illinois Network of Child Care Resource Referral Agencies</td>
<td>Child Development Center</td>
<td>$22,440</td>
<td>$0</td>
<td>Yes</td>
<td>February 1, 2022 through June 22, 2022</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>$122,440</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Sangamon/Menard Drive and Drainage Repair – Change Orders

DATE: February 23, 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>P-001</td>
<td>Pave entrance to lineman training area</td>
<td>$10,711</td>
</tr>
</tbody>
</table>

Amount of project contingency: $17,400
Less previously approved change orders: $0
Change order(s) presented for ratification: $10,711
Less other consultant fees/permits to date:
Amount of contingency remaining: $6,689

Budget Impact:
- Total Funds Requested: $10,711
- 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 $10,711 for the Sangamon/Menard Drive and Drainage Repair project at the Main Campus as presented.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Nursing Renovation at Montgomery Hall – Change Orders

DATE: February 23, 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.

In addition to that, it was determined to add scope to update the great hall and east hallway of the building to enhance the work on the west side of the building. At our request, Johnco Construction, Inc. provided labor, equipment, and supervision to complete the additional work.

Although, the change orders for this project exceed the available contingency, there is adequate budget available to pay for all the change orders as listed.

Therefore, in keeping with the policies of the Board of Trustees, the following change orders are submitted for ratification.

<table>
<thead>
<tr>
<th>Change Order #</th>
<th>Description</th>
<th>RFP Amount</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>G-003</td>
<td>Includes following scope:</td>
<td>($3,352.92)</td>
<td>$51,402.63</td>
</tr>
<tr>
<td></td>
<td>-Remove zone valve and area alarm boxes.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Premium cost for upgrading t-stats to touch screen type.</td>
<td>$8,651.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-AHU Repairs.</td>
<td>$4,291.07</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Soffit wrap at roof joist protrusion at Nursing corridor.</td>
<td>$1,616.52</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Replace RFP-006; create dedicated WH storage room.</td>
<td>$5,871.63</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Wood slat revisions to Great Hall.</td>
<td>$4,769.68</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Add patient info markerboards to Sim Labs.</td>
<td>$6,299.42</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Extend fin tube in Nursing Skills Lab.</td>
<td>$1,014.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Floor leveling.</td>
<td>$10,425.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Paint Great Hall ceiling.</td>
<td>$1,648.00</td>
<td></td>
</tr>
</tbody>
</table>

Gleckler
### Change Order #

<table>
<thead>
<tr>
<th>Description</th>
<th>RFP Amount</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Demo room signage at East Wing.</td>
<td>$1,421.40</td>
<td></td>
</tr>
<tr>
<td>-AV infrastructure at Lecture Room.</td>
<td>$11,632.21</td>
<td></td>
</tr>
<tr>
<td>-Revisions to IT room equipment; add door sweeps.</td>
<td>$10,382.74</td>
<td></td>
</tr>
<tr>
<td>-Add roller shades to Debrief Room windows.</td>
<td>$978.50</td>
<td></td>
</tr>
<tr>
<td>-Add check valve to existing hot water heater.</td>
<td>$565.72</td>
<td></td>
</tr>
<tr>
<td>-Replace doors in east hallway.</td>
<td>$3,460.24</td>
<td></td>
</tr>
<tr>
<td>-Change accent paint color.</td>
<td>$339.90</td>
<td></td>
</tr>
<tr>
<td>-Resolution of Allowances.</td>
<td>($18,750.29)</td>
<td></td>
</tr>
<tr>
<td>-Infrastructure revisions requested by Laerdal for Sim Lab equipment.</td>
<td>$1,463.39</td>
<td></td>
</tr>
<tr>
<td>-Add movement clips to office suite glazing.</td>
<td>$1,657.48</td>
<td></td>
</tr>
<tr>
<td>-Credit for lock cores purchased by LLCC.</td>
<td>($4,425.20)</td>
<td></td>
</tr>
<tr>
<td>-Adjustments to RFP-005.</td>
<td>$3,450.79</td>
<td></td>
</tr>
<tr>
<td>-Touch up paint aluminum window frames at replaced sills.</td>
<td>$990.55</td>
<td></td>
</tr>
<tr>
<td>-Credit for clerical error in CO-002.</td>
<td>($3,000.00)</td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$51,402.63</strong></td>
<td></td>
</tr>
</tbody>
</table>

Amount of project contingency: $202,860.00

Less previously approved change orders: $202,478.77

Change order(s) presented for ratification: $51,402.63

Less other consultant fees/permits to date: $0.00

Amount of contingency remaining: ($51,021.40)

**Budget Impact:**

- Total Funds Requested: $51,402.63
- Source of Funds: Memorial Health Systems / Foundation
- 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 $51,402.63 for the Nursing Renovation at Montgomery Hall at the Main Campus as presented.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Renovation of Microbiology Lab in Sangamon 2313 – Contractor Recommendation

DATE: February 23, 2022

Sealed proposals were requested for the Renovation of Microbiology Lab in Sangamon 2313 project. Sealed proposals were received by the Construction Manager’s office on February 1st. The scope of the project includes removal and replacement of the lab casework islands and flooring in the microbiology lab in Sangamon Hall.

A tabulation of those proposals are as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Base Bid</th>
<th>Alt. Bid #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnco Construction, Inc. Mackinaw, IL</td>
<td>$95,400</td>
<td>+$1,400</td>
</tr>
<tr>
<td>R.D. Lawrence Construction Co., Ltd. Springfield, IL</td>
<td>$99,377</td>
<td>+$4,257</td>
</tr>
<tr>
<td>R.L. Vollintine Construction Co., Inc. Springfield, IL</td>
<td>$47,000 Substitutions Note: Cabinets &amp; tops materials not in bid. ADD</td>
<td>+$4,400</td>
</tr>
</tbody>
</table>

The bid from R.L. Vollintine was incomplete as it did not include costs of all material in the bid documents. The following companies were issued bid documents but chose not to submit a proposal: none.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Sunday, January 16, 2022, edition of the State Journal Register.

This project’s budget was originally approved as a FY22 Small Project, at $109,000 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:
The $8,129 increase in the project budget will be funded by Small Project funds.

**Budget Impact:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Engineering Fee</td>
<td>$15,000</td>
</tr>
<tr>
<td>Advertising</td>
<td>$329</td>
</tr>
<tr>
<td>Base Bid (listed above)</td>
<td>$95,400</td>
</tr>
<tr>
<td>Alternate Bid #1 (listed above)</td>
<td>$1,400</td>
</tr>
<tr>
<td>Project Contingency</td>
<td>$5,000</td>
</tr>
<tr>
<td><strong>Revised Budget Total</strong></td>
<td><strong>$117,129</strong></td>
</tr>
</tbody>
</table>

**Total Funds Requested:** $101,800  
($96,800 Bid Amount + $5,000 Contingency)

**Source of Funds:** Small Projects

**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 $95,400 and alternate bid #1 in the amount of $1,400, from Johnco Construction, Inc. and to establish a project contingency in the amount of $5,000, for an aggregate amount of $101,800 to complete the Renovation of Microbiology Lab in Sangamon 2313 Project at the Main Campus.
MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Approval of Small Project - Renovate Millennium and Lower-level Sangamon
DATE: February 23, 2022

Tonight, we are asking you to approve a project to renovate portions of the first and second floors of the Millennium Center and a portion of the lower level of Sangamon Hall. The scope of this project includes permanent modifications to both buildings to accommodate the temporary relocation of Student Services staff during the Renovate and Expand Student Services project that is scheduled to begin later this year. The majority of the scope of this project is for permanent construction that aligns with the 2019 Master Plan. This project will be funded by Restricted O & M funds.

Budget Impact:
- Total Funds Requested: $436,500
- Source of Funds: Restricted O & M
- 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?
Each of these projects is measured first by completion within the predetermined budget and time allotted for completion, and then by the satisfaction of the users and stakeholders.

MOTION: Move to approve the small project for Renovate Millennium and Lower-level Sangamon at the Main Campus.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
      President

SUBJECT: Selection of Architectural Firm - Renovate Millennium and
         Lower-level Sangamon Project

DATE: February 23, 2022

In a separate memo before you tonight, we requested approval of a new project, Renovate Millennium and Lower-level Sangamon Project, to renovate classrooms and offices in Millennium Center and Sangamon Hall to accommodate the temporary relocation of Student Services staff during the Renovate and Expand Student Services project. John Shafer & Associates, Inc., Springfield, IL, has agreed to provide design services for Renovate Millennium and Lower-level Sangamon Project. They are proposing a fee of $43,650 to provide these services, which is within the fee structure range for a project of this scope and complexity. Per the 50 ILCS 510 Local Government Professional Services Selection Act, A/E firms can continue to be awarded contracts without bidding/QBS (qualifications-based selection) as long as there is a satisfactory relationship between said firm and LLCC.

Budget Impact:
   Total Funds Requested: $43,650
   Source of Funds: Restricted O & M
   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 $43,650 to provide design services for the Renovate Millennium and Lower-level Sangamon Project at the Main Campus.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Medical District Lighting, Flooring, Water Infiltration – Contractor Recommendation

DATE: February 23, 2022

Sealed proposals were requested for the Medical District Lighting, Flooring, Water Infiltration project. Sealed proposals were received by the Construction Manager’s office on February 10th. The scope of the project includes new LED lighting, three new exterior steel doors and hardware, new windowsills, new flooring, and wall base. Masonry tuckpointing, exterior window repair, and drywall repair is also included.

A tabulation of those proposals are as follows:

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<td>Johnco Construction, Inc. Mackinaw, IL</td>
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<td>$47,900</td>
<td>$10,600</td>
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<td>R.L. Vollintine Construction Co., Inc. Springfield, IL</td>
<td>$618,000</td>
<td>$6,000</td>
<td>$43,000</td>
<td>$54,000</td>
<td>$12,000</td>
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The following companies were issued bid documents but chose not to submit a proposal: none.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Sunday, January 23, 2022, edition of the State Journal Register.

The above proposals are within the project budget established during the project development process.

Budget Impact:

- Total Funds Requested: $691,000
  ($636,000 Bid Amount + $55,000 Contingency)
- Source of Funds: Protection, Health & Safety
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:
How will proposed agenda item impact student learning?
By improving the physical environment in which instruction, study, 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 $618,000, alternate bid #1 in the amount of $6,000, alternate bid #4 in the amount of $12,000, and from R.L. Vollintine Construction Co., Inc. and to establish a project contingency in the amount of $55,000, for an aggregate amount of $691,000 to complete the Medical District Lighting, Flooring, Water Infiltration Project at the Medical District.
III. Action Agenda
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revision to Board Policy 5.42 – Schedule Changes

DATE: February 23, 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.

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

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 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.”

MOTION: Move to approve revisions to Board Policy 5.42 – Schedule Changes.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
        President

SUBJECT: New Board Policy 4.17 – Faculty Qualifications

DATE: February 23, 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 change was presented last month for a first reading and is submitted for Board approval this evening.

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.
MOTION: Move to approve new board Policy 4.17 – Faculty Qualifications.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revision to Board Policy 10.6 – Retention of Data

DATE: February 23, 2022

The following is a proposed change to Board Policy 10.6 – Retention of Data.

Revise and change Board Policy 10.6 – Retention of Data to Board Policy 10.6 - Data Governance, Retention and Deletion.

Policy Statement: Due to the architecture of the various technology resources, electronic stored information (ESI) may be retained in various locations, i.e., individual network storage, shared network storage, local storage, telecommunications devices, etc.

Retention of ESI is subject to the Local Records Act and ESI constituting a local record under that Act shall be retained for the periods provided for by the Local Records Commission.

LLCC currently has in place a back-up system that operates nightly to back up or save ESI on its system. Such ESI is saved for approximately three months, though such time period is governed by available space and may be longer or shorter depending on space used. Only ESI located in individual and shared network storage will be routinely back up by ITS. Back-ups are to be used for system recovery purposes only. ESI located on portable devices or local storage will not be backed up. Users are responsible for backing up files stored in local drives.

Users who have a need to save information for a longer period and in a more accessible manner should save such information in individual network storage. Users should contact the Help Desk for assistance.

Policy Statement: The College will ensure that its institutional data is effectively managed though a data governance structure, and that such efforts support the goals of the College.

The College’s document infrastructure will provide the ability to define and enforce document retention and deletion timeframes in accordance with local document retention mandates and College guidelines.
The College’s will provide a data backup system for mission critical systems as part of its Disaster Recovery and Business Continuity Plan.

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 March 2022 meeting of the Board.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
       President

SUBJECT: Sabbatical Leave Recommendation for 2022-2023

DATE: February 23, 2022

Two (2) faculty members submitted a sabbatical leave request for academic year 2022-2023. The Sabbatical Leave Committee, composed of tenured faculty members, reviewed the requests, and forwarded their review and comments.

The following sabbatical leave request for the spring semester of the 2022-2023 Academic Year is submitted for your approval.

Leslie Stalter, Professor of Art, requests a sabbatical leave for the spring 2023 semester, during which she will develop and compile an Open Educational Resource for Non-Western studies that will be available to other faculty for interdisciplinary use. The outcome of this project will be a compilation of resources on Non-Western art and culture, utilizing many pieces from within the Trutter Collection that will be hosted within the Canvas LMS, allowing other faculty to easily integrate these resources into ART, MUS, and HUM course shells. This project benefits the college in the pursuit of its mission to provide accessible and affordable education to its students and it helps increase student exposure to other cultures. This project aligns with LLCC’s General Education Outcome II: Global and Cultural Awareness and will assist with faculty’s efforts at assessing that learning outcome.

MOTION: Move to approve the sabbatical leave for Leslie Stalter for Spring Semester 2023.
MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
        President
SUBJECT: Naming of Faculty Emeritus
DATE: February 23, 2022

Board policy permits the conferring of the honorary title “emeritus” upon a retired full-time faculty member at Lincoln Land Community College.

Based upon outstanding contributions from at least one of the following areas: teaching, participation and leadership in shared governance, service to the community, and advisor roles, the Faculty Development and Recognition Committee of the Faculty Senate recommends the granting of emeritus status to the following retired full-time faculty members:

- Janice Badgett
- Virgil Rhodes
- Theresa Till
- Nancy Walton

MOTION: Move to approve the honorary title of “emeritus” to the following retired full-time LLCC faculty members: Janice Badgett, Virgil Rhodes, Theresa Till, and Nancy Walton.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
       President

SUBJECT: FY 2021 External Audit Supplemental Items

DATE: February 23, 2022

During this year’s audit cycle our external auditor CliftonLarsonAllen was not able to complete some of the necessary reports due to ICCB database interruption and the late guidelines from the Federal government surrounding the HEERF/Single Audit reporting. These items are now complete. Included with this board agenda is CLA’s report on Certification of Chargeback Reimbursement and Schedule of Enrollment Data. No findings were noted on these two reports. The second report is the Single Audit report. We did have one finding on this report related to the HEERF reporting guidelines where we missed one reporting deadline. No material or financial findings were otherwise noted.

MOTION: Move to approve the Fiscal Year 2021 Single Audit report and the FY21 Certificate of Chargeback and Enrollment Data report.
IV. Information Items
MEMORANDUM

TO:          Members, LLCC Board of Trustees

FROM:        Charlotte J. Warren
             President

SUBJECT:     Position Vacancies and Hires

DATE:        February 23, 2022

POSITION VACANCIES

Classified
Building Custodian (FT)
Building Custodian, LLCC Beardstown (PT)
Horticulturist (FT)
Mechanical Maintenance Technician (FT)
Purchasing Coordinator (FT)

Professional
Academic Support Programs Coordinator (FT)
Chemical Hygiene Officer and Laboratory Supervisor (FT)
Child Development Teacher (FT)
Employee Benefits & Retention Coordinator (FT)
Instructional Designer (FT)
IT Project Manager (FT)
IT Security and Assurance Manager (FT)
Network Administrator (FT)
Police Officer - 2 (FT)
Systems Administrator II (FT)
Truck Driver Training Specialist – 2 (FT)

Administrator
Dean, Social Sciences & Business (FT)
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

RESIGNATION
Kim Elder  Employee Benefits & Retention Coordinator  02/18/2022

NEW HIRES
Chris Lehman  Grounds Maintenance Worker  02/08/2022
Christopher Reynolds  Grounds Maintenance Worker  02/07/2022
MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
       President
SUBJECT: Construction Progress Update
DATE: February 23, 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

**Logan Hall Code and Flooring Upgrades**
This project is substantially complete, we are awaiting closeout documents.

**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.

**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 remains 50% complete. Weather has delayed sign installation.

PHS Projects – FY22

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

**Medical District Lighting, Flooring, Water Infiltration**
Our recommendation is before you tonight.
Medical District Paving Repairs
Development of construction documents is underway.

Sangamon Hall Chiller Repairs and Upgrades
We are confirming scope needs with Facilities and anticipate the work to be done later this Spring.

FY22 Small Projects

Jacksonville Office Renovations
The project is under way.

Deferred Maintenance Capital Project (CDB Managed)

Generators for South Side of Main Campus
The project is under way. Due to long lead times for generators, we anticipate work to start in Summer 2022 in preparation for generators to arrive in Fall 2022.

Exterior Door Security Upgrades
Project scope review is ongoing. CDB will set the schedule for bidding and project award (anticipated to be in Spring/Summer 2022).

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.
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<th>MARCH 2022</th>
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<td><strong>AGENDA ITEM IV.A.5.a</strong></td>
<td>Administrative Positions</td>
<td>Seating of Student Trustee</td>
<td>Student Recognition</td>
<td>Summer Adjunct Faculty Listing</td>
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V. Strategic Discussion