
LLCC Board of Trustees Regular Meeting

June 22, 2022

Ken Elmore, Chair

Gordon Gates, Vice Chair

Samantha Raymond, Secretary

Vicki Davis

Jeff Fulgenzi

Mark Holaway

Wayne Rosenthal

Giles Harris-Patel, Student Trustee

Charlotte Warren, President

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

Wednesday, June 22, 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 June 22, 2022, Meeting
- D. Introductions and Recognitions
- E. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of May 25, 2022
- B. Ratify Payment of All Cash Disbursements for May and the May 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. FY23 Bookstore Purchases
 - 2. FY23 AT&T Telecommunication Services
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report
 - 2. Five-Year Rave Mobile Safety Contract
 - 3. Professional Services Contract
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
 - 1. Renovate Millennium and Lower-level Sangamon – Contractor Recommendation
 - 2. Water Infiltration Remediation Main Campus Phase 2 - Contractor Recommendation
 - 3. Modification of Emergency Deferred Maintenance Capital Project For Exterior Door Security Upgrades – Architect Agreement
 - 4. Medical District Paving Repairs – Change Orders
- J. Other Items

III. Action Agenda

- A. Policies
 - 1. Revision to Board Policy 4.4 – Customized/Contractual Training

2. Revision to Board Policy 4.6 – Degrees and Certificates
3. Revision to Board Policy 5.15 – Tuition Rates for Students Attending Other Education Institutions Within the District

- B. Academic Services Division Items
- C. Student Services Division Items
- D. Administrative Services Division 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
 - 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 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. Pending/Imminent Legal Matters

VII. Actions from Open/Executive Session

- A. Approval of Personnel Matters

VIII. FY 2023 Budget Workshop

IX. Adjournment

I. Preliminary Matters

II. Consent Agenda

AGENDA ITEM II.B

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

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

DATE: June 22, 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 May, 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).
- B. The Treasurer's Report for the month ending May 31, 2022.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during May 2022 and ratify the May 31, 2022, Treasurer's Report.

AGENDA ITEM II.C.2

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Approval of Out-of-State Travel
DATE: June 22, 2022

Name	Meeting	Location	Purpose	Amount
Warren, Charlotte	EAB Presidential Roundtable for Community Colleges	Washington, D.C.	Professional Development	\$1,605
Warren, Charlotte	AACC Presidents Academy	Dana Point, CA	Professional Development	\$3,500
Smock, Cynthia	The Neurological Society Annual Conference	Louisville, KY	Professional Development	\$1,200
Parton, Rebecca	Instructional Technology Council Distance Education Leadership Academy	Reno, NV	Professional Development	\$3,103
Longhta, Karie	Touchnet Conference	Kansas City, MO	Professional Development	\$2,039
Coffey, Nichole	Touchnet Conference	Kansas City, MO	Professional Development	\$1,891

AGENDA ITEM II.E.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: FY23 Bookstore Purchases

DATE: June 22, 2022

Board approval is requested to establish blanket purchase orders for the purchase of items for resale in the bookstore, as well as software maintenance agreements from the following vendors:

VENDOR	PURCHASE	AMOUNT
Amazon.com	Textbooks/Course materials & merchandise for resale	\$50,000
Assessment Technologies (ATI)	New Nursing course materials for resale	\$130,000
Black and Company	Tools for resale	\$35,000
Buckingham Mfg.	Tools for resale	\$130,000
Careismatic Brands	Uniforms for resale	\$55,000
Cengage Learning	Textbooks/Course materials for resale	\$225,000
D&H Education	Technology merchandise for resale	\$40,000
Elsevier Science	New Textbooks/Course Materials for resale	\$185,000
Matco Tools	Merchandise for resale	\$95,000
MBS Textbook Exchange	POS Hardware/Software Maintenance Agreements	\$16,000
MBS Textbook Exchange	Used Textbooks for resale	\$90,000*
McGraw-Hill Global Education	New Textbooks/Course Materials for resale	\$240,000
MPS/McMillan	New Textbooks/Course Materials for resale	\$100,000
Pearson Education	New Textbooks/Course Materials for resale	\$225,000
W.W. Norton	New Textbooks/Course Materials for resale	\$39,000

* Includes billing for student book buyback

Budget Impact:

Total Funds Requested: \$1,655,000
Source of Funds: Bookstore Auxiliary Funds
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Providing students with the required course materials is essential for student learning.

How will proposed agenda item be measured?

Learning materials required for class are available for the students to purchase in the LLCC Bookstore.

MOTION: Move to approve the establishment of blanket purchase orders for the purchase of textbooks, supplies, and shipping from the listed vendors.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: FY23 AT&T Telecommunication Services

DATE: June 22, 2022

Board approval is requested to establish blanket purchase orders for AT&T telecommunication services for the college.

Service	Amount
AT&T Mobility	\$ 9,900
AT&T Mobility Student Hotspots	\$17,600
AT&T Aviation Fire Alarm	\$ 1,500
AT&T Aviation Audio Codes	\$ 675
AT&T One Net	\$ 1,500
AT&T Beardstown	\$ 1,900
AT&T Long Distance	\$ 1,500
AT&T Medical District	\$ 3,400
AT&T SIP Trunking-1	\$23,000
AT&T SIP Trunking-2	\$ 8,400
Total	\$69,375

Budget Impact:

Total Funds Requested: \$69,375
 Source of Funds: Operating Fund
 Projected Revenue: N/A
 Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Core Telecommunication services are vital for all internet-dependent or voice-based learning systems and college operations.

How will proposed agenda item be measured?

Learning systems and college operations being delivered via telecommunication services.

MOTION: Move to approve the establishment of blanket purchase orders for the purchase of telecommunication services from AT&T.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: June 22, 2022

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

The Youth Enrichment Services department has entered into a contract with The Outlet to provide summer College for Kids programming to students from The Outlet and Douglas Prep. Students between the ages of 14 and 17 will attend 4 weeks of College for Kids programming.

The Academic Services Division seeks approval to enter into an articulation agreement with the University of Illinois at Springfield. The agreement will enhance transfer opportunities for LLCC students pursuing further study at the University of Illinois at Springfield.

Lincoln Land Community College seeks approval to enter into the Upward Mobility Program intergovernmental agreement with the State of Illinois. Students who are also employed by the State of Illinois can take courses at LLCC and the State of Illinois will pay their tuition and fees.

MOTION: Move to approve the articulation agreement with the University of Illinois at Springfield and the intergovernmental agreement with the State of Illinois for the Upward Mobility Program.

TRAINING CONTRACTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Contract Total	Term
The Outlet College for Kids Programming Contract	The Youth Enrichment Services department has entered into a contract with The Outlet to provide summer College for Kids programming to students from The Outlet and Douglas Prep. Students between the ages of 14 and 17 will attend 4 weeks of College for Kids programming.	The Outlet	Community Education/ Youth Enrichment Services	\$9,600	June 13, 2022 through July 7, 2022
			TOTALS	\$9,600	

CLINICAL SITE, AFFILIATION, ARTICULATION & TRAINING AGREEMENTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Term
Articulation Agreement with the University of Illinois at Springfield	The Academic Services Division seeks approval to enter into an articulation agreement with the University of Illinois at Springfield. The agreement will enhance transfer opportunities for LLCC students pursuing further study at the University of Illinois at Springfield.	University of Illinois at Springfield	Academic Services	June 22, 2022 through June 21, 2032
Intergovernmental Agreement with the State of Illinois Upward Mobility Program	Lincoln Land Community College seeks approval to enter into the Upward Mobility Program intergovernmental agreement with the State of Illinois. Students who are also employed by the State of Illinois can take courses at LLCC and the State of Illinois will pay their tuition and fees.	State of Illinois	LLCC	July 1, 2022 through June 30, 2023

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Five-Year Rave Mobile Safety Contract

DATE: June 22, 2022

Board approval is requested for a five-year services contract for the Rave Mobile Safety emergency communication system in the amount of \$64,405.45. Rave Mobile Safety maintains our emergency communications via text, email, and voice.

A five-year contract offers a discounted annual cost of \$12,881.09, yielding savings of \$ \$8,135.40 over the life of the contract. The college has no plans to migrate to another emergency communication system.

Fiscal Year	1-year contract	5-year contract	Savings
FY2023	\$14,508.17	\$12,881.09	\$1,627.08
FY2024	\$14,508.17	\$12,881.09	\$1,627.08
FY2025	\$14,508.17	\$12,881.09	\$1,627.08
FY2026	\$14,508.17	\$12,881.09	\$1,627.08
FY2027	\$14,508.17	\$12,881.09	\$1,627.08
Total	\$72,540.85	\$64,405.45	\$8,135.40

Budget Impact:

Total Funds Requested: \$64,405.45
 Source of Funds: Liability, Protection, Settlement
 Projected Revenue: N/A
 Projected Savings: \$8,135.40

Student Learning Impact:

How will proposed agenda item impact student learning?

Rave Mobile Safety emergency communication system provides critical means of communication with students in the event of emergency campus closings or actions due to inclement weather or other events.

How will proposed agenda item be measured?

The college will be able to continue to provide emergency communications to students.

MOTION: Move to approve the five-year Rave Mobile Safety services contract at a total cost of \$64,405.40.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Professional Services Contract

DATE: June 22, 2022

Under the provisions of the Illinois Public Community College Act, professional services may be acquired by colleges without seeking competitive bids.

We are proposing the continuation of the following contract for Fiscal Year 2023:

- Eric Grenzebach – Brown, Hay and Stephens – Legal Services not to exceed \$175,000 – For Fiscal Year 2023, Attorney Grenzebach requests that fees reflect a \$10.00/hour rate increase for Partner Rate, a \$5.00/hour rate increase for Associate Attorney and no increase for Paralegal, which would make the Partner Rate \$245.00/hour, Associate Attorney rate \$172.50/hour, and Paralegal rate \$100.00/hour. Brown, Hay and Stephens have been paid \$88,794 to date for services during Fiscal Year 2022; services for June have not yet been paid.

Therefore, the following motion is recommended.

MOTION: Move to approve the Fiscal Year 2023 Professional Service Contract for Eric Grenzebach – Legal Services, not to exceed \$175,000.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: June 22, 2022

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

The Students Success Department seeks ratification for the application for the FY2023 Illinois Cooperative Work Study Program Grant. If awarded, funds will be used to reimburse employers for student wages earned as paid participants of the Cooperative Work Study Program.

The Academic Services Division seeks ratification for the FY2023 Carl D. Perkins Grant. The funding from this award continues to support Career and Technical Education programs and development at LLCC.

The Applied and Emerging Technologies Department seeks ratification for the award of the Highway Construction Careers Training Program Grant for fiscal year 2023. The program works to upgrade student skill levels to provide a successful transition into a trade apprenticeship program, which in turn meets the demands of the construction trade industry.

The Adult Education Department seeks ratification for the application for the FY2023 Adult Education and Family Literacy Program Grant. If awarded, funds will provide adult education and literacy education to students in the LLCC District.

The Adult Education Department seeks ratification for the application of the FY2023 Integrated English Language and Civics Adult Education Grant. If awarded, the funds will be used to support Adult Basic Education and English as a Second Language students at LLCC.

The Adult Education Department seeks ratification for the application for the FY2023 Illinois Secretary of State Adult Volunteer Literacy Program Grant. If awarded, the funds

will be used to support Adult Basic Education and English as a Second Language students at LLCC.

The Workforce Equity Initiative Program has been awarded a supplemental grant through the Illinois Community College Board and the Lumina Foundation. The funds will be used to support employment connections in conjunction with the ongoing Workforce Equity Initiative Grant.

The Early Childhood Education Program has been awarded the Early Childhood Access Consortium for Equity Grant. The funds will be utilized to strengthen the LLCC Early Childhood Education Program, provide wraparound support for students, and enable childcare workers in the district an opportunity and incentive for furthering their certifications and/or degree in Early Childhood Education.

The Academic Services Division seeks ratification for the Strengthening Community Colleges Consortium Training Grant. The funds will be used to support Competency Based Education exploration and student success in an Integrated Media Design program.

The Applied and Emerging Technologies Department seeks ratification for the application for the Aviation Maintenance Technical Workers Workforce Development Grant Program. If awarded, funds will be used to enhance training and student completion and equity in the Aviation Program.

MOTION: Move to ratify the FY2023 Illinois Cooperative Work Study Grant in the amount of \$30,000; the FY2023 Carl D. Perkins Grant in the amount of \$437,163; the FY2023 Highway Construction Careers Training Program Grant in the amount of \$520,376; the FY2023 Adult Education and Literacy Program Grant in the amount of \$436,845; the FY2023 Integrated English Language and Civics Adult Education Grant in the amount of \$90,165; the FY2023 Illinois Secretary of State Volunteer Literacy Program Grant in the amount of \$65,794; ratify the Workforce Equity Initiative Employment Connection Project Grant in the amount of \$35,000; ratify the Early Childhood Access Consortium for Equity Grant in the amount of \$648,087; ratify the Strengthening Community Colleges Consortium Training Grant in the amount of \$540,000 and ratify the Aviation Maintenance Technical Workers Workforce Development Grant Program in the amount of \$500,000.

GRANT SUMMARY
June 2022

Grant Title	Brief Description	Grantor	LLCC Department / Program	LLCC Total Monetary Request	LLCC Match	Submitted	Term
FY2023 Illinois Cooperative Work Study Grant	The Students Success Department seeks ratification for the application for the FY2023 Illinois Cooperative Work Study Program Grant. If awarded, funds will be used to reimburse employers for student wages earned as paid participants of the Cooperative Work Study Program.	Illinois Board of Higher Education	Student Services/ Student Success	\$30,000	\$0	Yes	July 1, 2022 through August 31, 2023
FY2023 Carl D. Perkins Grant	The Academic Services Division seeks ratification for the FY2023 Carl D. Perkins Grant. The funding from this award continues to support Career and Technical Education programs and development at LLCC.	Illinois Community College Board	Academic Services	\$437,163	\$0	Yes	July 1, 2022 through June 30, 2023
FY2023 Highway Construction Careers Training Program Grant	The Applied and Emerging Technologies Department seeks ratification for the award of the Highway Construction Careers Training Program Grant for fiscal year 2023. The program works to upgrade student skill levels to provide a successful transition into a trade apprenticeship program, which in turn meets the demands of the construction trade industry.	Illinois Department of Transportation	Academic Services/ Applied and Emerging Technologies	\$520,376	\$0	Yes	July 1, 2022 through June 30, 2023
FY2023 Adult Education and Literacy Program Grant	The Adult Education Department seeks ratification for the application for the FY2023 Adult Education and Family Literacy Program Grant. If awarded, funds will provide adult education and literacy education to students in the LLCC District.	Illinois Community College Board	Academic Services/ Adult Education and Literacy	\$436,845	\$0	Yes	July 1, 2022 through June 30, 2023
FY2023 Integrated English Language and Civics Adult Education Grant	The Adult Education Department seeks ratification for the application of the FY2023 Integrated English Language and Civics Adult Education Grant. If awarded, the funds will be used to support Adult Basic Education and English as a Second Language students at LLCC.	Illinois Community College Board	Academic Services/ Adult Education and Literacy	\$90,165	\$0	Yes	July 1, 2022 through June 30, 2023

**GRANT SUMMARY
June 2022**

FY2023 Illinois Secretary of State Volunteer Literacy Program Grant	The Adult Education Department seeks ratification for the application for the FY2023 Illinois Secretary of State Adult Volunteer Literacy Program Grant. If awarded, the funds will be used to support Adult Basic Education and English as a Second Language students at LLC.	Illinois Secretary of State	Academic Services/ Adult Education and Literacy	\$65,794	\$0	Yes	July 1, 2022 through June 30, 2023
Workforce Equity Initiative Employment Connection Project Grant	The Workforce Equity Initiative Program has been awarded a supplemental grant through the Illinois Community College Board and the Lumina Foundation. The funds will be used to support employment connections in conjunction with the ongoing Workforce Equity Initiative Grant.	Illinois Community College Board	Student Services/ Workforce Equity Initiative	\$35,000	\$0	Yes	May 1, 2022 through August 31, 2023
Early Childhood Access Consortium for Equity Grant	The Early Childhood Education Program has been awarded the Early Childhood Access Consortium for Equity Grant. The funds will be utilized to strengthen the LLCC Early Childhood Education Program, provide wraparound support for students, and enable childcare workers in the district an opportunity and incentive for furthering their certifications and/or degree in Early Childhood Education.	Illinois Community College Board	Academic Services/ Early Childhood Education	\$648,087	\$0	Yes	August 1, 2021 through June 30, 2024
Strengthening Community Colleges Consortium Training Grant	The Academic Services Division seeks ratification for the Strengthening Community Colleges Consortium Training Grant. The funds will be used to support Competency Based Education exploration and student success in an Integrated Media Design program.	US Department of Labor	Academic Services	\$540,000	\$0	Yes	October 1, 2022 through September 30, 2026
Aviation Maintenance Technical Workers Workforce Development Grant Program	The Applied and Emerging Technologies Department seeks ratification for the application for the Aviation Maintenance Technical Workers Workforce Development Grant Program. If awarded, funds will be used to enhance training and student completion and equity in the Aviation Program.	Federal Aviation Administration	Academic Services/ Applied and Emerging Technologies	\$500,000	\$0	Yes	October 1, 2022 through September 30, 2023
TOTAL				\$3,303,430	\$0		

AGENDA ITEM II.I.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Renovate Millennium and Lower-level Sangamon – Contractor Recommendation

DATE: June 22, 2022

Sealed proposals were requested for the Renovate Millennium and Lower-level Sangamon project. Proposals were received by the Construction Manager’s office on May 31st. The scope of the project includes renovating portions of the first and second floors of the Millennium Center and a portion of the lower level of Sangamon Hall.

A tabulation of those proposals are as follows:

Contractor	Base Bid	Alternate Bid #G-1 (Lower-level Sangamon Hall Scope)	Alternate Bid #M-1 (Sangamon Hall Water & Air Test and Balance)	Alternate Bid #M-2 (Millennium Center Water & Air Test and Balance)
CAD Construction, Inc. Tremont, IL	\$328,300	\$217,300	\$18,450	\$15,750
Johnco Construction, Inc. Mackinaw, IL	\$344,800	\$156,000	\$19,200	\$16,400
R.L. Vollintine Construction Co., Inc. Springfield, IL	\$252,000	\$120,000	\$15,800	\$13,800

The following companies were issued bid documents but chose not to submit a proposal: Limbaugh Construction Co. Inc., Granite City, IL.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Sunday, May 15th, 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: \$391,500
(\$372,000 Bid Amount + \$19,500 Contingency)
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, 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 R.L. Vollintine Construction Co., Inc. in the amount of \$252,000, alternate bid #G-1 in the amount of \$120,000, and to establish a project contingency in the amount of \$19,500, for an aggregate amount of \$391,500 to complete the Renovate Millennium and Lower-level Sangamon Project.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Water Infiltration Remediation Main Campus Phase 2 – Contractor Recommendation

DATE: June 22, 2022

Sealed proposals were requested for the Water Infiltration Remediation Main Campus Phase 2 project. Proposals were received by the Construction Manager’s office on June 1st. The scope of the project includes base bid scope of replacing exterior doors at Menard Hall and Sangamon Hall to correct water infiltration issues. Alternate bid scope of repairing/replacing masonry and water infiltration issues at Child Development Center. Established project budget does not allow for approval of Alt. Bids G-1 and G-2. This scope will be included in a future PHS project.

A tabulation of those proposals are as follows:

Contractor	Base Bid	Alt. Bid #G-1 (CDC Interior)	Alt. Bid #G-2 (CDC Exterior)
CAD Construction, Inc. Tremont, IL	\$94,400	\$58,200	\$29,300
Johnco Construction, Inc. Mackinaw, IL	\$73,500	\$38,900	\$31,600
R.L. Vollintine Construction Co., Inc. Springfield, IL	\$86,000	\$56,000	\$32,000

The following companies were issued bid documents but chose not to submit a proposal: Limbaugh Construction Co. Inc., Granite City, IL; Otto Baum Company, Inc., Morton, IL.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Sunday, May 15, 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: \$75,500
(\$73,500 Bid Amount + \$2,000 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 from Johnco Construction, Inc. in the amount of \$73,500 and to establish a project contingency in the amount of \$2,000, for an aggregate amount of \$75,500 to complete the Water Infiltration Remediation Main Campus Phase 2 Project.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Modification of Emergency Deferred Maintenance Capital Project for Exterior Door Security Upgrades - Architect Agreement

DATE: June 22, 2022

At the onset of this project, Berners-Schober Associates, Inc. (BSA) entered into an agreement with CDB for preliminary design, budgeting, and schedule work. After scope, budget and schedule were established, a contract modification was necessary to add the remaining design services to BSA’s contract including design, bidding, and construction administration.

This project is managed by the Capital Development Board (CDB). The CDB has approved one modification to Berners-Schober Associates, Inc. Agreement. Modification #1, in the amount of \$58,215, is for BSA to provide the remainder of the design, bidding and construction administration services. BSA’s total modified agreement amount is \$65,201 which is within the project budget

Original Agreement Amount	\$ 6,986
Modification #1	<u>\$58,215</u>
Modified Agreement Amount	\$65,201

Budget Impact:

Total Funds Requested: \$58,215
Source of Funds: Emergency Deferred Maintenance Capital Funding and Life, Protection, Safety 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: Modify the existing agreement with Berners-Schober Associates, Inc. for the Emergency Deferred Maintenance Capital Project for Exterior Door Security Upgrades, for an additional \$58,215.

AGENDA ITEM II.I.4

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Medical District Paving Repairs – Change Orders

DATE: June 22, 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 orders are submitted for ratification.

Change Order #	Description	Cost
P-001	Supply and install new quazite box in concrete island in parking lot.	\$1,530
P-002	Additional asphalt, changing sign poles to black	\$6,105
	Total Change Orders:	\$7,635

Project Contingency Summary	Amount
Amount of project contingency	\$10,700
Less previously approved change orders	\$0
Change order(s) presented for ratification	\$7,635
Less other consultant fees/permits to date	\$0
Amount of contingency remaining	\$3,065

Budget Impact:

Total Funds Requested: \$7,635
Source of Funds: Protection, Health, and Safety
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

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

How will proposed agenda item be measured?

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

MOTION: Move to ratify the listed change orders in the amount of \$7,635 for the Medical District Paving Repairs project as presented.

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 4.4 – Customized/Contractual Training

DATE: June 22, 2022

The following is a proposed revision to Board Policy 4.4 – Customized/Contractual Training.

Policy Statement:

*The College shall ~~seek to~~ establish contractual relationships with business and industry within the District and beyond, where authorized, for **customized** the training of **employees**. ~~workers within that business or industry. Such training may be customized to fit the specific training needs of the business or industry. The~~ **C**ontracts shall, through a combination of state assistance (if any), tuition/fee charges, and assessment of charges to the business or industry, be structured to meet the expenses of offering the class or program.*

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

MOTION: Move to approve revisions to Board Policy 4.4 – Customized/Contractual Training.

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Revision to Board Policy 4.6 – Degrees and Certificates
DATE: June 22, 2022

The following is a proposed revision to Board Policy 4.6 – Degrees and Certificates

Policy Statement:

The College shall award the following degrees and certificates:

- * *Associate in Arts**
- * *Associate in Science**
- * *Associate in Engineering Science**
- * *Associate in Fine Arts**
- * ~~*Associate in Arts in Teaching**~~
- * *Associate in General Education*
- * *Associate in Applied Science*
- * *Certificate of Achievement*
- * *Certificate of Completion*

****Transfer Degree***

Students may earn multiple degrees and multiple certificates at Lincoln Land Community College. Any combination of degrees and certificates shall be acceptable, except that only one transfer degree from each of the above categories may be taken. In order for a student to earn an additional degree, he or she must successfully complete a minimum of 20 semester hours of credit beyond those required for the most recent degree earned.

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

MOTION: Move to approve the revision to Board Policy 4.6 - Degrees and Certificates.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revision to Board Policy 5.15 - Tuition Rates for Students Attending Other Education Institutions Within the District

DATE: June 22, 2022

The following is a proposed change to Board Policy 5.15 – Tuition Rates for Students Attending Other Education Institutions Within the District

~~Policy Statement: In accordance with the Act, Illinois residents who are not classified as residents of the Lincoln Land Community College district shall qualify for in-district tuition rates for a particular term if they are also enrolled in at least 12 semester hours at another regionally accredited post-secondary institution within the district or enrolled full-time at a residential secondary institution within the LLCC district or, alternatively, if they are enrolled concurrently at LLCC and another institution as described above with a combined course load of at least 12 hours. The in-district tuition rate shall also apply to summer terms if the person was enrolled in at least 12 semester hours and/or classified as a full-time student at an eligible institution the previous spring or can document subsequent enrollment at an eligible institution for the fall term.~~*

Policy Statement: In accordance with the Act, individuals who are considered out of district or out of state residents shall qualify for in-district tuition if they are enrolled full time at a residential secondary or regionally accredited post-secondary educational institution located within the college district.*

Legal Citations:

**Public Community College Act 110 ILCS 805/6-4*

**Administrative Rules of the Illinois Community College Board 1501.505*

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

MOTION: Move to approve revisions to Board Policy 5.15 – Tuition Rates for Students Attending Other Education Institutions Within the District.

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: June 22, 2022

POSITION VACANCIES

Classified

Administrative Assistant to the Dean, Workforce Institute (FT)
Bookstore Stockroom Technician (FT)
Education Service Representative, LLCC Jacksonville (PT)
Grounds Maintenance Worker (FT)
IT Trainer/Technical Writer (FT)
Mechanical Maintenance Technician (FT)
Program Assistant, Student Life (FT)
Program Assistant, Student Success (FT)

Professional

Early Childhood Education Advocate (FT)
Employee Benefits & Retention Coordinator (FT)
IT Project Manager (FT)
Student Records Evaluator (FT)
Systems Administrator I (FT)

Administrator

Dean, Natural and Agricultural Sciences (FT)
Dean, Social Sciences & Business (FT)
Director, Community Education (FT)
Director, IT Development (FT)
Program Director, Construction Trades (FT)
Program Director, Industrial Maintenance and Electrical (FT)
Program Director, Occupational Therapy Assistant (FT)
Vice President, Student Services (FT)

Faculty

Computer Science Instructor

NEW HIRES

Daniel Patterson

Police Officer

06/01/22

PROMOTIONS

Fabiola Gonzalez

Student Success Coach I

06/06/22

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: June 22, 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

Main Campus Exterior Lighting Upgrades Phase 1

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

Security Camera Updates Phase 2

The project is under way. Due to long lead times for cameras, we anticipate work to re-start in August/September 2022.

Water Infiltration Remediation Main Campus Phase 2

Our recommendation is before you tonight.

Wayfinding Phase 2

This project is 90% complete. Weather has delayed installation efforts at Litchfield.

PHS Projects – FY22

Main Campus Exterior Lighting Upgrade Phase 2

The project is under way.

Medical District Lighting, Flooring, Water Infiltration

The project is under way.

Medical District Paving Repairs

This project is complete.

Sangamon Hall Chiller Repairs and Upgrades

We are confirming scope needs with Facilities and anticipate the work to begin later this Summer.

FY22 Small Projects

Aviation Hangar Floor Coating

The project is under way.

Jacksonville Office Renovations

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

Renovation of Microbiology Lab in Sangamon 2313

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 later this Summer 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 Fall 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 Summer/Fall 2022).

Illinois Green Economy Network (IGEN) Project

Litchfield Interior Lighting Upgrades

This project is complete.

Electronic Vehicle Charging Stations at Workforce

This project is complete.

Infrastructure

Main Campus & Child Development Center Paving Repairs

This project is complete. We are awaiting closeout documents.

Restricted O & M

Renovate Millennium and Lower-level Sangamon

Our recommendation is before you tonight.

Foundation

Kreher Greenhouse – (Informational Item)

We are working with the Foundation for the construction of a new teaching greenhouse behind Kreher. This project will be funded and administered by the Foundation. We will give monthly updates as part of the Construction Progress update. Currently we are in the programming/design phase, and we anticipate soliciting proposals later this Summer.

AGENDA MASTER CALENDAR

<p style="text-align: center;">JULY 2022</p> <ul style="list-style-type: none"> • FY23 Tentative Budget • Board Meeting 7/27/22 	<p style="text-align: center;">AUGUST 2022</p> <ul style="list-style-type: none"> • Board Meeting 8/24/22 	<p style="text-align: center;">SEPTEMBER 2022</p> <ul style="list-style-type: none"> • Budget Adoption/Public Hearing • Fall Adjunct Faculty Listing • Board Meeting 9/28/22 	<p style="text-align: center;">OCTOBER 2022</p> <ul style="list-style-type: none"> • Financial Audit Review • PHS Projects • Board Meeting 10/26/22
<p style="text-align: center;">NOVEMBER 2022</p> <ul style="list-style-type: none"> • Board Meeting 11/16/22 	<p style="text-align: center;">DECEMBER 2022</p> <ul style="list-style-type: none"> • Adopt CY22 Property Tax Levy • Board Meeting 12/12/22 	<p style="text-align: center;">JANUARY 2023</p> <ul style="list-style-type: none"> • Spring Adjunct Faculty Listing • General Obligation Alternate Bond Levy Abatement • Board Meeting 1/25/23 	<p style="text-align: center;">FEBRUARY 2023</p> <ul style="list-style-type: none"> • Sabbatical Leaves • Approval of Faculty Positions • Faculty Tenure & Continuing Employment Recommendations • Board Meeting 2/22/23
<p style="text-align: center;">MARCH 2023</p> <ul style="list-style-type: none"> • Administrative Positions • Board Meeting 3/22/23 	<p style="text-align: center;">APRIL 2023</p> <ul style="list-style-type: none"> • Seating of Student Trustee • Foundation Gala 4/29/23 • Student Recognition • Board Meeting 4/26/23 	<p style="text-align: center;">MAY 2023</p> <ul style="list-style-type: none"> • Employee Recognition • Commencement 5/12/23 • Board Meeting 5/24/23 	<p style="text-align: center;">JUNE 2023</p> <ul style="list-style-type: none"> • Summer Adjunct Faculty Listing • Budget Workshop • Board Meeting 6/28/23

V. Strategic Discussion