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

AGENDA
REGULAR MEETING

Wednesday, July 27, 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 July 27, 2022 Meeting
   D. Introductions and Recognitions
   E. Hearing of Citizens

II. Consent Agenda
   A. Approval of Minutes of the Regular Meeting of June 22, 2022
   B. Ratify Payments of Cash Disbursements for June
   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. Temporary Partitions
      2. Purchase of 180 Wireless Access Points
      3. Purchase of Dell Computers
      4. Bleacher Replacement
      5. Athletic Travel
      6. YBP Book Purchases for Library
      7. CARLI Membership Fees and Electronic Resource Purchases
   F. Contracts/Agreements
      2. Ferrilli Information Group - Support Services
      3. Adobe Enterprise Term License Agreement
      4. Microsoft Server and Campus Agreement
   G. Monthly Grant Status Report
   H. Facility Leases
   I. Construction Items
      1. Aviation Hangar Floor Coating – Change Orders
      2. Budget Increase for Renovate Millennium and Lower-level Sangamon
   J. Other Items

III. Action Agenda
   A. Policies
      1. Revision to Board Policy 5.12 – Course Prerequisites and Corequisites/Evaluation of Student Skills
   B. Academic Services 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 Classified Staff
   F. Report from Professional Staff
   G. Report from Facilities Services Council
   H. Chairman's Report
   I. Secretary's Report
   J. Foundation Report
   K. Other Board Members' Reports

V. Strategic Discussion
   A. CAP-IT Grant

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 and 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 June

DATE: July 27, 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 June, 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 June 30, 2022, will be delayed until August due to closing of the FY’22 books and preparation for audit.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and wire transactions issued during June 2022.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Out-of-State Travel

DATE: July 27, 2022

<table>
<thead>
<tr>
<th>Name</th>
<th>Meeting</th>
<th>Location</th>
<th>Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sweet, Nancy</td>
<td>National Council for Workforce Education</td>
<td>Portland, OR</td>
<td>Professional Development</td>
<td>$2,311</td>
</tr>
<tr>
<td>Scheufele, Sarah</td>
<td>Council for Opportunity in Education Annual Conference</td>
<td>San Diego, CA</td>
<td>Professional Development</td>
<td>$3,145</td>
</tr>
<tr>
<td>Sunderlin, Tiffany</td>
<td>Council for Opportunity in Education Annual Conference</td>
<td>San Diego, CA</td>
<td>Professional Development</td>
<td>$3,145</td>
</tr>
<tr>
<td>Armbruster, Anne</td>
<td>Council for Opportunity in Education Annual Conference</td>
<td>San Diego, CA</td>
<td>Professional Development</td>
<td>$3,145</td>
</tr>
<tr>
<td>Beckmier, Craig + 20 Students</td>
<td>Indiana Stock Show</td>
<td>Cloverdale, IN</td>
<td>Club Trip-Livestock Judging</td>
<td>$1,893</td>
</tr>
<tr>
<td>Beckmier, Craig + 10 Students</td>
<td>Swine Judging</td>
<td>Woodward, OK</td>
<td>Club Trip-Livestock Judging</td>
<td>$2,009</td>
</tr>
<tr>
<td>Beckmier, Craig + 10 Students</td>
<td>National Barrow Show</td>
<td>Austin, MN</td>
<td>Club Trip-Livestock Judging</td>
<td>$2,966</td>
</tr>
<tr>
<td>Beckmier, Craig + 22 Students</td>
<td>Prof. Lidvall Memorial</td>
<td>Cookeville, TN</td>
<td>Club Trip-Livestock Judging</td>
<td>$2,365</td>
</tr>
<tr>
<td>Beckmier, Craig + 10 Students</td>
<td>Flint Hills Livestock Show</td>
<td>Hutchinson, KS</td>
<td>Club Trip-Livestock Judging</td>
<td>$1,943</td>
</tr>
<tr>
<td>Beckmier, Craig + 22 Students</td>
<td>Tulsa Livestock Show</td>
<td>Tulsa, OK</td>
<td>Club Trip-Livestock Judging</td>
<td>$3,389</td>
</tr>
<tr>
<td>Beckmier, Craig + 10 Students</td>
<td>Kansas City American Royale</td>
<td>Kansas City, MO</td>
<td>Club Trip-Livestock Judging</td>
<td>$2,525</td>
</tr>
<tr>
<td>Beckmier, Craig + 22 Students</td>
<td>Purdue Stockman</td>
<td>West Lafayette, IN</td>
<td>Club Trip-Livestock Judging</td>
<td>$3,155</td>
</tr>
<tr>
<td>Name</td>
<td>Activity</td>
<td>Location</td>
<td>Event Type</td>
<td>Cost</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------------------------</td>
<td>-------------------</td>
<td>----------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Beckmier, Craig + 10 Students</td>
<td>North American International Livestock Exposition</td>
<td>Louisville, KY</td>
<td>Club Trip- Livestock Judging</td>
<td>$3,989</td>
</tr>
<tr>
<td>Clevenger, Julie</td>
<td>National College Learning Center Association</td>
<td>Reston, VA</td>
<td>Professional Development</td>
<td>$1,715</td>
</tr>
<tr>
<td>Elliott, Tiffany-Anne</td>
<td>Assessment Institute</td>
<td>Indianapolis, IN</td>
<td>Professional Development</td>
<td>$1,493</td>
</tr>
<tr>
<td>McCoy, Jamie</td>
<td>National College Learning Center Association</td>
<td>Reston, VA</td>
<td>Professional Development</td>
<td>$1,715</td>
</tr>
<tr>
<td>Hickman, Ryan</td>
<td>Softball</td>
<td>Hillsboro, MO</td>
<td>Athletic Travel</td>
<td>$736</td>
</tr>
<tr>
<td>Hickman, Ryan</td>
<td>Softball</td>
<td>Moberly, MO</td>
<td>Athletic Travel</td>
<td>$736</td>
</tr>
<tr>
<td>Hickman, Ryan &amp; Softball Team</td>
<td>Softball</td>
<td>TBD, FL</td>
<td>Athletic Travel</td>
<td>$19,538</td>
</tr>
<tr>
<td>Jones, Chad</td>
<td>Women's Basketball</td>
<td>Hillsboro, MO</td>
<td>Athletic Travel</td>
<td>$480</td>
</tr>
<tr>
<td>Riggle, Ron</td>
<td>Baseball</td>
<td>Indianapolis, IN</td>
<td>Athletic Travel</td>
<td>$1,280</td>
</tr>
<tr>
<td>Riggle, Ron</td>
<td>Baseball</td>
<td>Millington, TN</td>
<td>Athletic Travel</td>
<td>$6,360</td>
</tr>
<tr>
<td>Riggle, Ron &amp; Baseball Team</td>
<td>Baseball</td>
<td>Orlando, FL</td>
<td>Athletic Travel</td>
<td>$31,630</td>
</tr>
<tr>
<td>Werth, Hannah</td>
<td>Volleyball</td>
<td>Cedar Rapids, IA</td>
<td>Athletic Travel</td>
<td>$1,684</td>
</tr>
<tr>
<td>Werth, Hannah</td>
<td>Volleyball</td>
<td>Fort Dodge, IA</td>
<td>Athletic Travel</td>
<td>$1,684</td>
</tr>
<tr>
<td>Werth, Hannah</td>
<td>Volleyball</td>
<td>Grand Rapids, MI</td>
<td>Athletic Travel</td>
<td>$1,684</td>
</tr>
<tr>
<td>Werth, Hannah</td>
<td>Volleyball</td>
<td>Highland, KS</td>
<td>Athletic Travel</td>
<td>$1,684</td>
</tr>
<tr>
<td>Werth, Hannah</td>
<td>Volleyball</td>
<td>Overland Park, KS</td>
<td>Athletic Travel</td>
<td>$512</td>
</tr>
<tr>
<td>Matejka, Greg</td>
<td>Multi-State Information Sharing and Analysis Center Meeting</td>
<td>Baltimore, MD</td>
<td>Professional Development</td>
<td>$1,701</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Temporary Partitions

DATE: July 27, 2022

Classroom space in the Millennium Center is being temporarily converted to office space to accommodate staff during the Menard Hall renovation project. Temporary walls and partitions are needed to create the necessary office space for this conversion.

Wiley Interiors will provide these temporary walls and partitions. These items were sourced through the Omnia purchasing consortium. Given these items are on the Omnia contract, the College did not solicit competitive bids. The Omnia contract number is 2019.001890.

Budget Impact:

<table>
<thead>
<tr>
<th>Total Funds Requested:</th>
<th>$82,574.36</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source of Funds:</td>
<td>Restricted Funds</td>
</tr>
<tr>
<td>Projected Revenue:</td>
<td>N/A</td>
</tr>
<tr>
<td>Projected Savings:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Student Learning Impact:

How will proposed agenda item impact student learning?
Student learning should not be adversely impacted. The Millennium Center renovation will provide a temporary workspace for staff housed in Menard Hall while their permanent workspace is being renovated.

How will proposed agenda item be measured?
N/A

MOTION: Move to approve a purchase order to Wiley Interiors for temporary walls and partitions at the total estimated cost of $82,574.36 in accordance with the terms, conditions, and specifications of the Omnia purchasing contract (2019.001890).
MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Purchase of 180 Wireless Access Points
DATE: July 27, 2022

Board approval is requested for the purchase of 180 HPE Aruba AP-505 wireless access points and a 5-year cloud management license from CDW-G to continue 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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPE Aruba AP-505 Wireless Access Points</td>
<td>180</td>
<td>$445</td>
<td>$80,100</td>
</tr>
<tr>
<td>5-Year Cloud Management License</td>
<td>180</td>
<td>$250</td>
<td>$45,000</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td></td>
<td></td>
<td><strong>$125,100</strong></td>
</tr>
</tbody>
</table>

Budget Impact:
- Total Funds Requested: $125,100
- 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 180 HPE Aruba AP-505 Wireless Access Points and a 5-Year cloud management license at a cost of $125,100.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
       President

SUBJECT: Purchase of Dell Computers

DATE: July 27, 2022

Board approval is requested for the purchase of 317 desktop computers (PCs), 71 monitors, 164 laptop computers, and one laptop cart from Dell in the total amount of $365,013.46. PCs are for computer labs and classrooms located in LLCC Aviation, LLCC Beardstown, LLCC Jacksonville, LLCC Litchfield, LLCC Medical District, LLCC Springfield (Main Campus), St. Johns, and LLCC Taylorville.

Faculty and Staff: $102,489.96

<table>
<thead>
<tr>
<th>Device</th>
<th>Qty.</th>
<th>Unit Cost</th>
<th>Total</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop</td>
<td>78</td>
<td>$1,159.41</td>
<td>$90,433.98</td>
<td>HEERF</td>
</tr>
<tr>
<td>PC</td>
<td>11</td>
<td>$ 639.00</td>
<td>$ 7,029.00</td>
<td>FFE</td>
</tr>
<tr>
<td>Monitor</td>
<td>21</td>
<td>$ 239.38</td>
<td>$ 5,026.98</td>
<td>FFE</td>
</tr>
</tbody>
</table>

Computer Labs: $189,263.50

<table>
<thead>
<tr>
<th>Device</th>
<th>Qty.</th>
<th>Unit Cost</th>
<th>Total</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC</td>
<td>281</td>
<td>$639.00</td>
<td>$179,559.00</td>
<td>Tech Fee</td>
</tr>
<tr>
<td>Monitor</td>
<td>50</td>
<td>$194.09</td>
<td>$ 9,704.50</td>
<td>Tech Fee</td>
</tr>
</tbody>
</table>

Classroom Upgrades: $73,260.00

<table>
<thead>
<tr>
<th>Device</th>
<th>Qty.</th>
<th>Unit Cost</th>
<th>Total</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop</td>
<td>86</td>
<td>$ 560.00</td>
<td>$48,160.00</td>
<td>Tech Fee</td>
</tr>
<tr>
<td>Laptop Cart</td>
<td>1</td>
<td>$3,500.00</td>
<td>$ 3,500.00</td>
<td>Tech Fee</td>
</tr>
<tr>
<td>PC</td>
<td>25</td>
<td>$ 864.00</td>
<td>$21,600.00</td>
<td>Tech Fee</td>
</tr>
</tbody>
</table>

Budget Impact:

- Total Funds Requested: $365,013.46
- Source of Funds: Tech Fee: $262,523.50
- Source of Funds: HEERF: $ 90,433.98
- Source of Funds: FFE: $ 12,055.98
- Projected Revenue: N/A
- Projected Savings: N/A
**Student Learning Impact:**

*How will proposed agenda item impact student learning?*

Replacing the computers will provide faculty and students with critical up-to-date technology for improved student learning.

*How will proposed agenda item be measured?*

The effectiveness of student learning through new technology.

**MOTION:** Move to approve the purchase of 317 desktop computers (PCs), 71 monitors, 164 laptop computers, and one laptop cart from Dell at a total cost of $365,013.46.
MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
      President
SUBJECT: Bleacher Replacement
DATE: July 27, 2022

The bleachers at the softball field are aging and need replaced. Dant Clayton
Corporation will provide these bleachers through the Sourcewell purchasing consortium.
Given these items are on the Sourcewell contract, the College did not solicit competitive
bids. The Sourcewell contract number is 091719-DCT.

Budget Impact:

Total Funds Requested: $38,750
Source of Funds: Liability Protection and Settlement Fund
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?
Student learning will not be impacted

How will proposed agenda item be measured?
N/A

MOTION: Move to approve a purchase order to Dant Clayton Corporation
for bleachers at the total estimated cost of $38,750 in
accordance with the terms, conditions, and specifications of
the Sourcewell purchasing contract.
MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
       President
SUBJECT: Athletic Travel
DATE: July 27, 2022

The College issued an invitation to bid for transportation services, covering the 2022-2023 academic calendar, for the athletic department. The bids we received are summarized below:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Bid Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timi’s Tours</td>
<td>$136,300</td>
</tr>
<tr>
<td>Peoria Charter</td>
<td>$152,892</td>
</tr>
</tbody>
</table>

The prices above do not include the baseball and softball trips to Florida in Spring 2023. The “Budget Impact” and the price listed in the “Motion” section represent our best effort to include an estimate for the trips to Florida.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Wednesday, June 22, 2022, edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to: Bales Unlimited, Shumway; Doc and Norm Direct, Hamel; Life Harvest Ministries, Wilsonville; STM Ground, Inc, Waterloo, IA; Vandalia Bus Lines, Caseyville; Windstar Lines, Carroll, IA.

Budget Impact:
- Total Funds Requested: $155,000
- Source of Funds: Operating Funds
- Projected Revenue: N/A
- Projected Savings: N/A
**Student Learning Impact:**

How will proposed agenda item impact student learning?

Our student-athletes and coaches will be provided safe and reliable transportation for their athletic events.

How will proposed agenda item be measured?

N/A

**MOTION:** Move to approve a purchase order to Timi’s Tours for transportation services at the total estimated cost of $155,000 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2022-12.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
        President

SUBJECT: YBP Book Purchases for Library

DATE: July 27, 2022

YBP is the library’s primary book vendor for print and electronic formats, and LLCC benefits from discounts negotiated by the University of Illinois Libraries. The 18% discount is based on volume ordered by the University of Illinois, and this discount is offered to all CARLI member libraries regardless of their purchase volume.

Budget Impact:
- Total Funds Requested: $85,000
- Source of Funds: Operational Funds
- Projected Revenue: N/A
- Projected Savings: N/A

Student Learning Impact:
- How will proposed agenda item impact student learning?
  Students can access reputable and scholarly print and electronic books for research and information needs through the library. All information resources purchased by the library support LLCC’s curriculum.

- How will proposed agenda item be measured?
  Review circulation and usage data and compare list prices of books purchased with discounted prices.

MOTION: Move to approve the purchase order in the total amount of $85,000 for buying print and electronic books throughout FY23 from YBP.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren  
President


DATE: July 27, 2022

The Consortium of Academic and Research Libraries in Illinois (CARLI) is LLCC’s primary academic library consortium and acts as the library’s broker for database, electronic journal, electronic book, and streaming media purchased content. CARLI also provides the library’s unified management system (I-Share) and other resource services. This blanket purchase order represents the membership fee for the consortium, the I-Share assessment fee for the library unified management system, and 31 electronic resources and services.

Budget Impact:
- Total Funds Requested: $111,485
- Source of Funds: Operational Funds- various fund names, Perkins Grant Funds
- Projected Revenue: N/A
- Projected Savings: N/A

Return On Investment: For each dollar invested in CARLI activities in FY21, LLCC’s return was $2.05 in services and resources.

Student Learning Impact:

How will proposed agenda item impact student learning?
Students can access reputable and scholarly information through electronic resources provided through the library. Subscribing to electronic resources allows all students, including remote and face-to-face students, the same opportunities of accessing information for learning and enrichment.

How will proposed agenda item be measured?
Electronic resource usage statistics are regularly collected and evaluated. Library faculty members assess the effectiveness and usefulness of online resources on an annual basis and make changes to the subscription package based on curricular needs and collection development criteria.
MOTION: Move to approve the purchase order in the total amount of $111,485 for payment of the CARLI membership fee, I-Share assessment fee, and 31 electronic resources and services.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
      President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: July 27, 2022

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

The Culinary Institute entered into a contract with Farm Credit Illinois to hold a Tapas Teambuilding class. The course for Farm Credit Illinois employees was held in June in the Workforce Careers Center.

Lincoln Land Community College and Memorial Health have entered into a partnership agreement to provide a U.S. Department of Labor Registered Apprenticeship Program for students enrolled in LLCC’s Central Sterile Services Processing Technician program. Once admitted to the academic program, students will apply for a paid apprenticeship with Memorial Health.

MOTION: Move to ratify the partnership agreement with Memorial Health and the U.S. Department of Labor.
<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>Tapas Teambuilding</td>
<td>The Culinary Institute entered into a contract with Farm Credit Illinois to hold a Tapas Teambuilding class. The course for Farm Credit Illinois employees was held in June in the Workforce Careers Center.</td>
<td>Farm Credit Illinois</td>
<td>Culinary Institute</td>
<td>June 27, 2022</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$895</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TOTALS $895</td>
</tr>
<tr>
<td>Partnership Agreement with the US Department of Labor and Memorial Health</td>
<td>Lincoln Land Community College and Memorial Health have entered into a partnership agreement to provide a U.S. Department of Labor Registered Apprenticeship Program for students enrolled in LLCC’s Central Sterile Services Technician program. Once admitted to the academic program, students will apply for a paid apprenticeship with Memorial Health.</td>
<td>US Department of Labor and Memorial Health</td>
<td>Professions/ Central Sterile Services Processing Technician</td>
<td>August 20, 2022 through August 20, 2033</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ferrilli Information Group - Support Services

DATE: July 27, 2022

Board approval is requested to contract for Colleague Standard Core Foundation, Salesforce Core Support and Fractional Colleague Support services with Ferrilli Information Group (FIG) in the amount of $330,000 for 12 months.

<table>
<thead>
<tr>
<th>Service</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colleague Standard Support</td>
<td>$42,000</td>
</tr>
<tr>
<td>Salesforce Core Support</td>
<td>$36,000</td>
</tr>
<tr>
<td>Fractional Colleague Support (.75 FTE)</td>
<td>$252,000</td>
</tr>
<tr>
<td>Total</td>
<td>$330,000</td>
</tr>
</tbody>
</table>

Budget Impact:
Total Funds Requested: $330,000
Source of Funds: Operational
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?
It will help support the operation of the college.

How will proposed agenda item be measured?
By improving reliability and security of the Colleague and Salesforce systems.

MOTION: Move to approve the contract with Ferrilli Information Group for Colleague Standard Core Foundation, Salesforce Core Support and Fractional Colleague Support services for one year for $330,000.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Adobe Enterprise Term License Agreement

DATE: July 27, 2022

Board approval is requested for the renewal of the Adobe Creative Cloud Enterprise License Agreement for one year through Adobe Systems, Incorporated. The agreement covers 23 Named Licenses, 22 Shared Device Licenses, 107 Single App Licenses, and 125 Student Licenses for Adobe Acrobat Pro DC.

Budget Impact:

- Total Funds Requested: $51,771.43
- Source of Funds:
  - Tech Fee: $34,021.43
  - HEERF: $17,750.00
- Projected Revenue: N/A
- Projected Savings: N/A

Student Learning Impact:

- How will proposed agenda item impact student learning?
  Adobe software products are critical to the college’s Arts and Communication disciplines. They are used in the graphic design and multimedia operation of the college.

- How will proposed agenda item be measured?
  The college will be able to continue to use computing technology for the smooth operation of the institution, and to improve learning.

MOTION: Move to approve the one-year Adobe Creative Cloud Enterprise Term License Agreement at a total cost of $51,771.43.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
       President

SUBJECT: Microsoft Server and Campus Agreement Renewal

DATE: July 27, 2022

Board approval is requested for the renewal of our Microsoft Campus Software/Server Agreement for one year through CDW-G as part of the Illinois Community College Consortium.

The software portion of the agreement covers all LLCC desktop computers including our labs. It also covers the use of Microsoft’s Windows desktop operating systems, and Visual Studio development software for our faculty, staff, and students. Microsoft 365 A5 subscription, which includes Teams Voice and all individual online services such as Office, Exchange, and SharePoint, is included as well.

The server portion of the agreement covers all LLCC servers. This includes operation systems, email servers, the portal server, and database servers.

Budget Impact:

| Total Funds Requested: | $130,405.13 |
| Source of Funds:       | Operating Fund: $118,809.58 |
|                        | Tech Fee:       $11,595.55 |
| Projected Revenue:     | N/A             |
| Projected Savings:     | N/A             |

Student Learning Impact:

How will proposed agenda item impact student learning?
Microsoft software products are critical to college operations. They are used to provide services to our students and are important tools for instruction.

How will proposed agenda item be measured?
The college will be able to continue to use computing technology for the smooth operation of the institution, and to improve learning.
MOTION: Move to approve renewing the annual Microsoft Campus Software and Server Agreements from CDW-G at a total cost of $130,405.13
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Aviation Hangar Floor Coating – Change Orders

DATE: July 27, 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.

During construction, it was determined the moisture level in the concrete slab was in excess of the manufacturer’s maximum value and would require an additional primer to prevent moisture penetrating the coating product. At our request, Missouri Terrazzo, provided labor, equipment, and supervision to complete the additional primer application.

Although, the change order for this project exceeds the available contingency, there is adequate budget available to pay for the change order as listed. Our partners at the Airport Authority have agreed to reimburse LLCC for some of the moving costs associated with this project. We are extremely grateful for their willingness to assist in this area.

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>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>G-001</td>
<td>Additional primer due to high moisture content in concrete.</td>
<td>$51,400.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Change Orders:</td>
<td></td>
<td>$51,400.00</td>
</tr>
</tbody>
</table>
Project Contingency Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of project contingency:</td>
<td>$13,200.00</td>
</tr>
<tr>
<td>Less previously approved change orders:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Change order(s) presented for ratification:</td>
<td>$51,400.00</td>
</tr>
<tr>
<td>Less other consultant fees/permits to date:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Amount of contingency remaining:</td>
<td>($38,200.00)</td>
</tr>
<tr>
<td>Plus amount of budget available:</td>
<td>$48,785.89</td>
</tr>
<tr>
<td>Amount of budget remaining:</td>
<td>$10,585.89</td>
</tr>
</tbody>
</table>

Budget Impact:
- Total Funds Requested: $51,400
- 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 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 $51,400 for the Aviation Hangar Floor Coating project as presented.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Budget Increase for Renovate Millennium and Lower-level Sangamon

DATE: July 27, 2022

The Board approved the Renovate Millennium and Lower-level Sangamon project at the February 2022 meeting. 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. This project was originally approved with $436,500 of Restricted O&M funding.

During programming, the temporary space needs of Student Services were finalized, and the construction portion of the project was awarded. It was determined that the budget for the project would need to be increased by $169,650 to allow the project to move forward. This increase brings the total project budget to $606,150.

Several factors lead to this increase:

- The construction portion of the project was reduced to bring the project within the original budget due to a busy bidding market, increased material and labor costs related to COVID and inflation
- Cost for the temporary cubical walls
- Cost for moving services to relocate Student Services equipment and furniture

The $169,650 budget increase will be funded with Restricted O&M funds.

MOTION: Move to approve a budget increase in the amount of $169,650 for the Renovate Millennium and Lower-level Sangamon at the Main Campus.
III. Action Agenda
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revision to Board Policy 5.12 – Course Prerequisites and Corequisites/Evaluation of Student Skills

DATE: July 27, 2022

The following is a proposed change to Board Policy 5.12

Policy Statement: Students shall be responsible for meeting prerequisites and corequisites. At any time prior to the tuition-refund deadline each term students may be dropped from a class for failure to meet prerequisites or corequisites. Prerequisites and corequisites are stated with course descriptions in the College catalog and they are included in the schedules published each term schedules.

In order to promote student success, the College shall, where appropriate, evaluate the academic preparation of enrolling students. Placement test results shall be used to advise students and, in some cases, to place them properly in courses. A multiple measures approach, which can include high school GPA, GED scores, ACT/SAT scores, and placement testing, will be used to advise students and place students in appropriate courses.

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 August 2022 meeting of the Board.

Lindquist
MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren  
President
SUBJECT: Tentative Fiscal Year 2023 Budgets
DATE: July 27, 2022

We are in the process of preparing budget documents following our June 24 Budget Workshop. Copies of the tentative budgets for fiscal year 2023 are enclosed with your mailing. No changes have been made since the Board Budget Workshop.

It is possible that additional adjustments may be necessary before the Final FY23 budget is adopted in September.

As required by law, the operating funds (Education and Operations and Maintenance Funds) budget must be available for public review at least 30 days prior to its adoption by the Board of Trustees. Therefore, no action is requested on the budget other than to authorize placing the tentative budget on file.

We anticipate presenting a final budget for your approval at the September meeting of the Board.

MOTION: Move to place on file for at least thirty days, for public review, the Tentative Fiscal Year 2023 Operating Budget.
IV. Information Items
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: July 27, 2022

POSITION VACANCIES

Classified
Academic Services Assistant (FT)
Administrative Assistant to the Dean, Workforce Institute (FT)
Child Development Assistant (FT)
Education Service Representative, LLCC Jacksonville (PT)
Enrollment Services Representative (FT)
Grounds Maintenance Worker (FT)
IT Trainer/Technical Writer (FT)
Mechanical Maintenance Technician (FT)
Program Assistant, Student Life (FT)

Professional
Early Childhood Education Advocate (FT)
Employee Benefits & Retention Coordinator (FT)
IT Project Manager (FT)
Systems Administrator I (FT)
Writing Center Specialist (FT)

Administrator
Director, Community Education (FT)

NEW HIRES
Katie Elsenheimer Program Assistant, Student Success 07/05/2022

PROMOTIONS
Kenneth Bridgeford General Maintenance Technician 07/18/2022
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: July 27, 2022

Attached is the current Construction Project Status Report for LLCC. It includes all projects that are currently underway and projects that have formal plans and available funding but are not yet underway. 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. Due to long lead times to replace two new lights under warranty, we anticipate the punch list to be complete and final closeout in August/September 2022. We will complete closeout at that time.

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
The project is under way.

Wayfinding Phase 2
This project is 98% 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.
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 in the next 30 days in preparation for generators to arrive in the 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 Fall 2022).

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
The project is under way.

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.
<table>
<thead>
<tr>
<th>AGENDA MASTER CALENDAR</th>
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</thead>
<tbody>
<tr>
<td><strong>AUGUST 2022</strong></td>
</tr>
<tr>
<td>- Board Meeting 8/24/22</td>
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<tr>
<td><strong>SEPTEMBER 2022</strong></td>
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<tr>
<td>- Budget Adoption/Public Hearing</td>
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<tr>
<td>- Fall Adjunct Faculty Listing</td>
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<tr>
<td>- Board Meeting 9/28/22</td>
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<tr>
<td><strong>OCTOBER 2022</strong></td>
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<tr>
<td>- Financial Audit Review</td>
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<tr>
<td>- PHS Projects</td>
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<tr>
<td>- Board Meeting 10/26/22</td>
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<tr>
<td><strong>DECEMBER 2022</strong></td>
</tr>
<tr>
<td>- Adopt CY22 Property Tax Levy</td>
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<tr>
<td>- Board Meeting 12/12/22</td>
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<tr>
<td><strong>JANUARY 2023</strong></td>
</tr>
<tr>
<td>- Spring Adjunct Faculty Listing</td>
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<tr>
<td>- General Obligation Alternate Bond Levy Abatement</td>
</tr>
<tr>
<td>- Board Meeting 1/25/23</td>
</tr>
<tr>
<td><strong>FEBRUARY 2023</strong></td>
</tr>
<tr>
<td>- Sabbatical Leaves</td>
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<tr>
<td>- Approval of Faculty Positions</td>
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<tr>
<td>- Faculty Tenure &amp; Continuing Employment Recommendations</td>
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<tr>
<td>- Board Meeting 2/22/23</td>
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<tr>
<td><strong>MARCH 2023</strong></td>
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<tr>
<td>- Administrative Positions</td>
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<td>- Board Meeting 3/22/23</td>
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<tr>
<td><strong>APRIL 2023</strong></td>
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<tr>
<td>- Seating of Student Trustee</td>
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<td>- Foundation Gala 4/29/23</td>
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<tr>
<td>- Student Recognition</td>
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<tr>
<td>- Board Meeting 4/26/23</td>
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<tr>
<td><strong>MAY 2023</strong></td>
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<tr>
<td>- Employee Recognition</td>
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<tr>
<td>- Commencement 5/12/23</td>
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<td>- Board Meeting 5/24/23</td>
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<tr>
<td><strong>JUNE 2023</strong></td>
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<tr>
<td>- Summer Adjunct Faculty Listing</td>
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<tr>
<td>- Budget Workshop</td>
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<tr>
<td>- Board Meeting 6/28/23</td>
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<tr>
<td><strong>JULY 2023</strong></td>
</tr>
<tr>
<td>- FY23 Tentative Budget</td>
</tr>
<tr>
<td>- Board Meeting 7/26/23</td>
</tr>
</tbody>
</table>
V. Strategic Discussion
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
      President

SUBJECT: CAP-IT Grant

DATE: July 27, 2022

Brenda Elliott, Director of Work-Based Learning, will discuss her work with the CAP-IT grant (Customized Apprenticeship Programming – IT), which has made it possible for Lincoln Land to partner with local employers to meet their IT staffing needs through the development of a structured apprenticeship program.