LLCC Board of Trustees Regular Meeting

August 24, 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
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   B. Pledge of Allegiance
   C. Adoption of Agenda of the August 24, 2022 Meeting
   D. Introductions and Recognitions
   E. Hearing of Citizens

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   B. Ratify Payments of Cash Disbursements for July and June and July
      Treasurer’s Reports
   C. Out-of-State Travel
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      2. Approval of Out-of-State Travel
   D. Budget/Financial Items
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         and Operations and Maintenance Restricted Fund
   E. Purchasing
   F. Contracts/Agreements
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   G. Monthly Grant Status Report
   H. Facility Leases
   I. Construction Items
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         Orders
      2. Main Campus Exterior Lighting Upgrades Phase 1 – Change
         Orders
      3. Main Campus Exterior Lighting Upgrades Phase 1 – Modification
         of Architect Agreement
   J. Other Items

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         Corequisites/Evaluation of Student Skills
      2. Revision to Board Policy 1.2 – Mission and Purpose Statement
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   C. Student Services Division Items
   D. Administrative Services Division Items
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      2. Student Services
      3. Administrative Services
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   4. Information Technology
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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 July and the June and July Treasurer’s Report

DATE: August 24, 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 July, 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 months ending June 30, 2022, and July 31, 2022.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during July 2022 and ratify the June 30, 2022, and July 31, 2022, Treasurer’s Report.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Out-of-State Travel

DATE: August 24, 2022

<table>
<thead>
<tr>
<th>Name</th>
<th>Meeting</th>
<th>Location</th>
<th>Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ralph, Nicole</td>
<td>College and University Professional Assoc. for Human Resources</td>
<td>San Diego, CA</td>
<td>Professional Development</td>
<td>$2,535</td>
</tr>
<tr>
<td>Taylor, Kirsten</td>
<td>College and University Professional Assoc. for Human Resources</td>
<td>San Diego, CA</td>
<td>Professional Development</td>
<td>$1,638</td>
</tr>
<tr>
<td>Harris-Patel, Giles</td>
<td>Association of Community College Trustees</td>
<td>New York, NY</td>
<td>Board Travel</td>
<td>$3,000</td>
</tr>
<tr>
<td>Raymond, Samantha</td>
<td>Association of Community College Trustees</td>
<td>New York, NY</td>
<td>Board Travel</td>
<td>$3,000</td>
</tr>
<tr>
<td>Davis, Vicki</td>
<td>Association of Community College Trustees</td>
<td>New York, NY</td>
<td>Board Travel</td>
<td>$3,000</td>
</tr>
<tr>
<td>Warren, Charlotte</td>
<td>Association of Community College Trustees</td>
<td>New York, NY</td>
<td>Board Travel</td>
<td>$3,250</td>
</tr>
<tr>
<td>Maskey, Cynthia</td>
<td>Accreditation Commission for Education in Nursing</td>
<td>Hudson, NC</td>
<td>Professional Development</td>
<td>$0 (Paid by Commission)</td>
</tr>
<tr>
<td>Maskey, Cynthia</td>
<td>Organization for Associate Degree Nursing</td>
<td>New Orleans, LA</td>
<td>Professional Development</td>
<td>$0 (Paid by Organization)</td>
</tr>
<tr>
<td>Warren, Charlotte</td>
<td>National Council for Workforce Education</td>
<td>Portland, OR</td>
<td>Professional Development</td>
<td>$2,835</td>
</tr>
<tr>
<td>Watkins, Danyle</td>
<td>National Assoc. Education of Young Children</td>
<td>Washington DC</td>
<td>Professional Development</td>
<td>$2,940</td>
</tr>
<tr>
<td>Constant, Marlena</td>
<td>National Assoc. Education of Young Children</td>
<td>Washington DC</td>
<td>Professional Development</td>
<td>$1,193</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratification of Transfers to/from Operating, Restricted, Auxiliary and O & M Restricted Funds

DATE: August 24, 2022

The Public Community College Act provides authorization for the permanent transfer of funds in the Operating Funds to the Operations and Maintenance Restricted Fund, Auxiliary Fund, and Restricted Fund. To close out the books for auditing purposes the transfers have been completed and Board ratification is requested.

At the February 28, 2007, meeting of the Board of Trustees, the establishment of a $3.50 per credit hour infrastructure fee was approved to support the infrastructure needs of the college. A transfer was made on June 30th from the Operations and Maintenance Fund to the Operations and Maintenance Fund Restricted, for the amount collected and unspent infrastructure fee revenues in FY 2022 in the amount of $334,376.52.

Program support for Child Development Center and Community Education was budgeted in the Education Fund in the FY 2022 Budget. A transfer of $274,056.89 was made on June 30th from the Education Fund to the Auxiliary Fund.

Transfers were made on June 30th from the Education Fund and Operations & Maintenance Fund to the Restricted Fund totaling $6,985,139.50 and to the Operations & Maintenance Restricted Fund totaling $4,000,000. The primary purposes of these transfers are to assist the College in providing for replacement of institutional equipment and furnishings, add to the Operating Sustainability, Space Configuration, Activity Fee, Institutional Construction, Technology Initiatives and Employee Benefit Fund.

MOTION: Move for ratification of the attached resolution permanently transferring from the Education Fund $2,500,000 to Operations and Maintenance Restricted Fund, $274,056.89 to the Auxiliary Fund, $6,945,139.50 to the Restricted Fund and from the Operations and Maintenance Fund $1,834,376.52 to the Operations and Maintenance Restricted Fund and $40,000 to the Restricted Fund.
RESOLUTION
AUTHORIZING THE TRANSFER OF THE FOLLOWING FUNDS

WHEREAS, the Board of Trustees of Community College District No. 526, Counties of Bond, Cass, Christian, DeWitt, Fayette, Greene, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Sangamon, Scott and State of Illinois budgeted for the transfer of funds; and

WHEREAS, the amount of FY 2022 budgeted education funds is $282,906.

WHEREAS, the amount of FY 2022 budgeted operation and maintenance funds is $302,586.

WHEREAS, the Public Community College Act provides authorization for the transfer of excess funds in the Operating Funds to the Restricted Fund, Auxiliary Fund and Operations and Maintenance Restricted Fund; and

NOW, THEREFORE BE IT RESOLVED, that the Treasurer of this District is hereby directed to transfer $1,874,376.52 from the Operations and Maintenance Funds to the Operations and Maintenance Restricted Fund of $1,834,376.52 and $40,000.00 to the Restricted Fund and transfer 9,719,196.39 from the Education Fund to the Operations and Maintenance Restricted Fund of $2,500,000.00, $274,056.89 to the Auxiliary Fund and $6,945,139.50 to the Restricted Fund.

Signature __________________________
(Board Chair)

Witness ____________________________
(Board Secretary)
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
       President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: August 24, 2022

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

LLCC has entered into a contract with the National Safety Council to allow the NSC to use space at the LLCC Jacksonville location for three dates in the month of September. The space will be used free of charge.

The Health Professions Department is seeking approval to enter into a clinical affiliation agreement with the Pana Community Hospital for the Occupational Therapy Assistant program. The Pana Community Hospital has facilities suitable for the educational needs of the students.

The Health Professions Department is seeking approval to enter into a clinical affiliation agreement with the Orthopedic Center of Illinois for the Occupational Therapy Assistant program. The Orthopedic Center of Illinois has facilities suitable for the educational needs of the students.

The Health Professions Department is seeking approval to enter into a clinical affiliation agreement with the EmpowerMe Wellness for the Occupational Therapy Assistant program. EmpowerMe Wellness has facilities suitable for the educational needs of the students.

MOTION: Move to approve the clinical affiliation agreements with Pana Community Hospital, Orthopedic Center of Illinois and EmpowerMe Wellness.
<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>Facilities Usage Agreement with the National Safety Council</td>
<td>LLCC has entered into a contract with the National Safety Council to allow the NSC to use space at the LLCC Jacksonville location for three dates in the month of September. The space will be used free of charge.</td>
<td>National Safety Council</td>
<td>LLCC – Jacksonville</td>
<td>September 6, 7, &amp; 14, 2022</td>
</tr>
<tr>
<td>Clinical Affiliation Agreement with Pana Community Hospital</td>
<td>The Health Professions Department is seeking approval to enter into a clinical affiliation agreement with the Pana Community Hospital for the Occupational Therapy Assistant program. The Pana Community Hospital has facilities suitable for the educational needs of the students.</td>
<td>Pana Community Hospital</td>
<td>Health Professions/ Occupational Therapy Assistant</td>
<td>September 1, 2022 through Indefinite</td>
</tr>
<tr>
<td>Clinical Affiliation Agreement with Orthopedic Center of Illinois</td>
<td>The Health Professions Department is seeking approval to enter into a clinical affiliation agreement with the Orthopedic Center of Illinois for the Occupational Therapy Assistant program. The Orthopedic Center of Illinois has facilities suitable for the educational needs of the students.</td>
<td>Orthopedic Center of Illinois</td>
<td>Health Professions/ Occupational Therapy Assistant</td>
<td>September 1, 2022 through Indefinite</td>
</tr>
<tr>
<td>Clinical Affiliation Agreement with EmpowerMe Wellness</td>
<td>The Health Professions Department is seeking approval to enter into a clinical affiliation agreement with the EmpowerMe Wellness for the Occupational Therapy Assistant program. EmpowerMe Wellness has facilities suitable for the educational needs of the students.</td>
<td>EmpowerMe Wellness</td>
<td>Health Professions/ Occupational Therapy Assistant</td>
<td>September 1, 2022 through Indefinite</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Three-Year Freshworks Service Agreement

DATE: August 24, 2022

Board approval is requested for a three-year service agreement with Freshworks in the amount of $48,060. Freshworks’ Freshservice solution will replace the current IT Help Desk software. Freshservice is a contemporary, user-friendly solution that will provide better workflow, functionality, and customer service.

Budget Impact:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Total Funds Requested (in USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2023</td>
<td>$16,020</td>
</tr>
<tr>
<td>FY2024</td>
<td>$16,020</td>
</tr>
<tr>
<td>FY2025</td>
<td>$16,020</td>
</tr>
</tbody>
</table>

Source of Funds: Operating Fund
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?
Freshservice will enable IT to provide better technical support to faculty, staff, and students.

How will proposed agenda item be measured?
Response and resolution times indicated in the IT Service Level Agreement will be met consistently.

MOTION: Move to approve the three-year service agreement with Freshworks at a total cost of $48,060.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: August 24, 2022

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

The Construction, Environment, Health, and Safety Department seeks ratification for their application to the Illinois Green Economy Network for the FY2023 IGEN Jacksonville Lighting Project Grant. If awarded, funds will be utilized to install energy efficient lighting, motion sensors, and daylight harvesting at the LLCC Jacksonville Campus.

The Construction, Environment, Health, and Safety Department seeks ratification for their application to the Illinois Green Economy Network for the FY2023 IGEN Electric Vehicle Charging Stations Project Grant. If awarded, the funds would be used to purchase four electric vehicle charging stations.

MOTION: Move to ratify the FY23 IGEN Jacksonville Lighting Project Grant in the amount of $183,072 and the FY23 IGEN Electric Vehicle Charging Stations Project Grant in the amount of $8,500.
<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>FY2023 IGEN Jacksonville Lighting Project Grant</td>
<td>If awarded, funds will be utilized to install energy efficient lighting, motion sensors, and daylight harvesting at the LLCC Jacksonville Campus.</td>
<td>Illinois Green Economy Network</td>
<td>Construction, Health, and Safety</td>
<td>$183,072</td>
<td>$0</td>
<td>Yes</td>
<td>July 1, 2022 through June 20, 2023</td>
</tr>
<tr>
<td>FY2023 IGEN Electric Vehicle Charging Stations Project Grant</td>
<td>If awarded, the funds would be used to purchase four (4) electric vehicle charging stations.</td>
<td>Illinois Green Economy Network</td>
<td>Construction, Health and Safety</td>
<td>$8,500</td>
<td>$0</td>
<td>Yes</td>
<td>July 1, 2022 through June 20, 2023</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>$191,572</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Agriculture Classroom and Lab Building (Phase 2) – Change Orders

DATE: August 24, 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.

Although, the change orders for this project exceed the available contingency, there is adequate budget available to pay for the change order as listed. Evans Construction Co. provided labor and material to complete the change order scope listed below.

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-061</td>
<td>Provide Pemko 354_PK Adjustable Astragal at the front door.</td>
<td>$2,185</td>
</tr>
<tr>
<td>G-062</td>
<td>Replace cylindrical lever locks on doors 129B and 130 to be classroom locksets.</td>
<td>$1,425</td>
</tr>
<tr>
<td>G-063</td>
<td>Change locations of thermostats and temp sensors.</td>
<td>$7,700</td>
</tr>
<tr>
<td>G-064</td>
<td>COVID/Weather delays, projector screens, additional studs for siding change, additional rock at east road.</td>
<td>$72,308</td>
</tr>
<tr>
<td></td>
<td>Total:</td>
<td>$83,618</td>
</tr>
</tbody>
</table>
**Project Contingency Summary**

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of project contingency:</td>
<td>$419,259.00</td>
</tr>
<tr>
<td>Less previously approved change orders:</td>
<td>$316,096.70</td>
</tr>
<tr>
<td>Change order(s) presented for ratification:</td>
<td>$83,618.00</td>
</tr>
<tr>
<td>Less other consultant fees/permits to date:</td>
<td>$21,293.20</td>
</tr>
<tr>
<td>Amount of contingency remaining:</td>
<td>($1,748.90)</td>
</tr>
<tr>
<td>Plus amount of budget available:</td>
<td>$4,490.97</td>
</tr>
<tr>
<td>Amount of budget remaining:</td>
<td>$2,742.07</td>
</tr>
</tbody>
</table>

**Budget Impact:**
- Total Funds Requested: $83,618
- Source of Funds: Debt Certificate/Funding Bond
- 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 $83,618 for Evans Construction Co. for Phase 2 of the Agriculture Classroom and Lab Building Project as presented.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Main Campus Exterior Lighting Upgrades Phase 1 – Change Orders

DATE: August 24, 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 engine block chargers (that run through the existing light poles) for the Truck Driver Training Program were causing circuits to overload and tripping breakers. Additional circuits and stations were added to the existing light poles to provide dependable electrical service to the block charges and lighting. B&B Electric Inc. provided labor and material to complete the change order scope listed below.

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>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-1</td>
<td>Replace fixtures on two light poles on road between entrance and workforce.</td>
<td>$3,473.38</td>
</tr>
<tr>
<td>E-2</td>
<td>Anchor bolts for LLCC provided poles.</td>
<td>$223.91</td>
</tr>
<tr>
<td>E-3</td>
<td>Additional circuits for block charging stations. Center row - 6, North/South rows - 1 circuit to each row.</td>
<td>$29,798.00</td>
</tr>
<tr>
<td></td>
<td>Total Change Orders:</td>
<td>$33,495.29</td>
</tr>
</tbody>
</table>

Gleckler
<table>
<thead>
<tr>
<th>Project Contingency Summary</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of project contingency:</td>
<td>$20,720.00</td>
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<tr>
<td>Less previously approved change orders:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Change order(s) presented for ratification:</td>
<td>$33,495.29</td>
</tr>
<tr>
<td>Less other consultant fees/permits to date:</td>
<td>$2,410.00</td>
</tr>
<tr>
<td>Amount of contingency remaining:</td>
<td>($15,185.29)</td>
</tr>
<tr>
<td>Plus amount of budget available:</td>
<td>$73,462.79</td>
</tr>
<tr>
<td>Amount of budget remaining:</td>
<td>$58,277.50</td>
</tr>
</tbody>
</table>

**Budget Impact:**

- **Total Funds Requested:** $33,495.29
- **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 $33,495.29 for B&B Electric Inc. for the Main Campus Exterior Lighting Upgrades Phase 1 project as presented.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Main Campus Exterior Lighting Upgrades Phase 1 – Modification of Architect Agreement

DATE: August 24, 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 engine block chargers (that run through the existing light poles) for the Truck Driver Training Program were causing circuits to overload and tripping breakers. Additional circuits and stations were added to the existing light poles to provide dependable electrical service to the block charges and lighting. GHR Engineers and Associates, Inc. provided additional engineering and design services to locate and install the additional circuits.

Budget Impact:

| Total Funds Requested: | $2,410 |
| 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: Modify the existing agreement with GHR Engineers and Associates, Inc., for the Main Campus Exterior Lighting Upgrades Phase 1 Project, for an additional $2,410.
Ill. 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: August 24, 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 was presented last month for a first reading and is submitted for Board approval this evening.

MOTION: Move to approve revisions to Board Policy 5.12 – Course Prerequisites and Corequisites/Evaluation of Student Skills.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revision to Board Policy 1.2 – Mission and Purpose Statement

DATE: August 24, 2022

The following is a proposed change to Board Policy 1.2 – Mission and Purpose Statement.

Policy Statement: The mission of Lincoln Land Community College is to transform lives and strengthen our communities through learning. This direction is inspired by our guiding vision:

Lincoln Land Community College aspires to provide high quality learning experiences for all seeking to improve their knowledge and skills while serving as a catalyst for economic growth that enriches our communities, improve the lives of district citizens by providing quality educational programs and service that are accessible and affordable to individuals and responsive to individual and community needs. Included herein are:

- Programs leading to certificates and occupational and transfer degrees
- Workforce training and economic development
- College preparatory, continuing, and adult education
- Community-based programs and services

This mission statement emanates from the belief that there are certain principles Lincoln Land Community College embraces:

- Diversity & Equity
- Affordability
- Collaboration
- Teaching & Learning
- Agility
- Integrity
- The inherent dignity and worth of all individuals
- A set of commonly shared core values which include honesty, responsibility, compassion, respect, and fairness
- The importance of life-long learning

AGENDA ITEM III.A.2
Lincoln Land Community College is committed to the following purposes, using its mission, vision, and values to serve its communities and to drive offerings in:

- Programs leading to transfer degrees, occupational degrees, and certificates
- Workforce training and economic development
- College preparatory, continuing, and adult education and
- Community based programs and services
- Providing, enhancing, and sustaining a student-centered learning environment founded upon the commitment to innovative instruction, small class size and personalized attention from faculty
- Measuring student achievement systematically with the goal of enhancing student learning and success
- Maintaining a quality broad-based General Education program
- Providing the developmental and preparatory courses to learn the skills necessary for college-level work
- Assisting with the economic development of the community through public association, business partnerships, career development and through occupational, vocational, and customized training
- Preserving the practice of open admission
- Offering opportunities for life-long learning and other educational experiences to all citizens of the district
- Collaborating with businesses, community organizations, social service agencies, governments, and schools to address district needs
- Encouraging students to lead healthy, responsible, and productive lives that include community service, responsible citizenship, personal growth, appreciation of the arts, physical exercise, leisure activities, environmental awareness, and meaningful social interaction.

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 September 2022 meeting of the Board.
IV. Information Items
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
        President

SUBJECT: Position Vacancies and Hires

DATE: August 24, 2022

POSITION VACANCIES

Classified
- Child Development Assistant (FT)
- Enrollment Services Representative (FT)
- Grounds Maintenance Worker (FT)
- IT Trainer/Technical Writer (FT)
- Mechanical Maintenance Technician (FT)

Professional
- Employee Benefits & Retention Coordinator (FT)
- IT Project Manager (FT)
- Writing Center Specialist (FT)

Administrator
- Program Director, Industrial Maintenance and Electrical (FT)

NEW HIRES
- Alexander Dean Enrollment Services Representative 08/01/2022
- Luke Wright Grounds Maintenance Worker 08/02/2022

RESIGNATIONS
- Jessica Maddox A/R and Collections Technician 08/15/2022

INTERIM ASSIGNMENT
Kelly Ellis, Enrollment Services Representative, has assumed additional responsibilities for the leave of absence of the Admissions Specialist. This assignment will be effective August 15, 2022 and will continue through approximately November 22, 2022. This assignment comes with a 10% adjustment to base pay.
TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: August 24, 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 punchlist to be complete and final closeout in 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 September 2022.

Water Infiltration Remediation Main Campus Phase 2
The project is under way.

Wayfinding Phase 2
This project is 99% complete. We anticipate completion in September 2022.

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 in Fall 2022.
Small Projects – FY22

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

Deferred Maintenance Capital Project (CDB Managed)

Generators for South Side of Main Campus
The project is under way.

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
This project is substantially 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).

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 have sent documents to potential bidders and expect proposals back in early September.
# AGENDA MASTER CALENDAR

| AGENDA ITEM IV.A.5.a |

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<tr>
<th>SEPTEMBER 2022</th>
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<td>• PHS Projects</td>
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<td>• Adopt CY22 Property Tax Levy</td>
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<td>• Fall Adjunct Faculty Listing</td>
<td>• Board Meeting 10/19/22 Taylorville</td>
<td>• Board Meeting 11/16/22</td>
<td>• Board Meeting 12/12/22</td>
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<td>• Faculty Tenure &amp; Continuing Employment Recommendations</td>
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<td>• Board Meeting 2/22/23</td>
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<td>• Board Meeting 5/24/23</td>
<td>• Board Meeting 6/28/23</td>
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MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Electrical Distribution Lineman Program
DATE: August 24, 2022

Workforce Institute Dean, Nancy Sweet will give a brief presentation on the Lineman Program and LLCC’s relationship with the Association of Illinois Electrical Cooperatives (AIEC), including AIEC’s support for the program, recent changes and growth, and plans for the future. Partnering with her in the presentation will be:

Duane Noland, President, and CEO, AIEC

Jim Miles, VP Safety, Training, and Loss Control, AIEC

Thad France, Manager of Lineworker and Apprentice Development, AIEC

Tim Hemburger, Manager of Operations and Maintenance, Rural Electric Convenience Coop