AGENDA
REGULAR MEETING
Immediately Following Public Hearing on the Budget
Lincoln Land Community College
Robert H. Stephens Room

I. Preliminary Matters
   A. Roll Call
   B. Pledge of Allegiance
   C. Adoption of Agenda of the September 28, 2022 Meeting
   D. Introductions and Recognitions
   E. Hearing of Citizens

II. Consent Agenda
   A. Approval of Minutes of the Regular Meeting of August 24, 2022
   B. Ratify Payments of Cash Disbursements for August and August
      Treasurer’s Reports
   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. Forward Magazine
      2. Technology Equipment for New Teams Phone System
      3. Technology Equipment for the Kreher Agriculture Center
   F. Contracts/Agreements
   G. Monthly Grant Status Report
   H. Facility Leases
   I. Construction Items
   J. Other Items
      1. Moving Services

III. Action Agenda
   A. Policies
      1. Revision to Board Policy 1.2 – Mission and Purpose Statement
      2. Revision to Board Policy 6.4 – Purchasing/Contracts
   B. Academic Services Division Items
   C. Student Services Division Items
   D. Administrative Services Division Items
      1. FY 2023 Budgets
E. Information Technology Items
F. Executive Division Items

IV. Information Items
A. Staff Reports
   1. Academic Services
   2. Student Services
   3. Administrative Services
      a. Position Vacancies and Hires
      b. Construction Progress Update
      d. Selection of General Contractor for Kreher Greenhouse
      e. Notification of April 2023 Board of Trustees Election
   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. HLC Accreditation and Reaffirmation

VI. Executive Session
   A. Personnel Matters
   B. Faculty Tenure and Continuing Employment Recommendations
   C. Memorandum of Understanding for Adjunct Faculty Collective Bargaining Agreement
   D. Pending/Imminent Legal Matters
   E. Notice to Remedy

VII. Actions from Open/Executive Session
   A. Approval of Personnel Matters
   B. Approval of Tenure and Continuing Employment Recommendations
   C. Approval of Memorandum of Understanding for Adjunct Faculty Collective Bargaining Agreement

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 August and the August Treasurer’s Report

DATE: September 28, 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 August, 2022, (payments for purchase order payments, equipment, supplies, lease payments, maintenance agreements, travel in accordance with the Local Government Travel Expense Control Act, employee reimbursements, membership dues, subscriptions, club vouchers, medical claim payments, pre-paid purchase orders, and time sensitive payment due dates – generally, items included under Board Policy 6.6).


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

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Out-of-State Travel

DATE: September 28, 2022

<table>
<thead>
<tr>
<th>Name</th>
<th>Meeting</th>
<th>Location</th>
<th>Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanders, Karen</td>
<td>Conference for Community College Advancement</td>
<td>Anaheim, CA</td>
<td>Professional Development</td>
<td>$2,633</td>
</tr>
<tr>
<td>Eades, Barbara</td>
<td>Conference for Community College Advancement</td>
<td>Anaheim, CA</td>
<td>Professional Development</td>
<td>$2,633</td>
</tr>
<tr>
<td>Gardner, Jeffrey</td>
<td>Sunsource Hydraulics</td>
<td>Hartland, WI</td>
<td>Professional Development</td>
<td>$500</td>
</tr>
<tr>
<td>Harmon, Andrew</td>
<td>Radiology Educators Midwest Conf.</td>
<td>Davenport, IA</td>
<td>Professional Development</td>
<td>$0</td>
</tr>
<tr>
<td>Harmon, Bill</td>
<td>Ag Future America</td>
<td>Kansas City, MO</td>
<td>Professional Development</td>
<td>$1,200</td>
</tr>
<tr>
<td>Matlock, Derek</td>
<td>National Council for Workforce Education</td>
<td>Portland, OR</td>
<td>Professional Development</td>
<td>$1,161</td>
</tr>
<tr>
<td>Murphy, Janelle</td>
<td>Radiology Educators Midwest Conf.</td>
<td>Davenport, IA</td>
<td>Professional Development</td>
<td>$81</td>
</tr>
<tr>
<td>Murphy, Janelle</td>
<td>Joint Review Committee on Education in Radiologic Tech.</td>
<td>Wilmington, NC</td>
<td>Professional Development</td>
<td>$0</td>
</tr>
<tr>
<td>Sisk, Karen</td>
<td>Assessment Institute</td>
<td>Indianapolis, IN</td>
<td>Professional Development</td>
<td>$1,208</td>
</tr>
<tr>
<td>Smith, Kalith</td>
<td>National Collegiate Honors Council</td>
<td>Dallas, TX</td>
<td>Professional Development</td>
<td>$1,995</td>
</tr>
<tr>
<td>Name</td>
<td>Organization</td>
<td>Location</td>
<td>Category</td>
<td>Amount</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------------------------------</td>
<td>------------------</td>
<td>---------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Suchland, Colin</td>
<td>Assessment Institute</td>
<td>Indianapolis, IN</td>
<td>Professional Development</td>
<td>$1,208</td>
</tr>
<tr>
<td>Lindquist, Vern</td>
<td>Higher Education Research and Development Institute</td>
<td>Denver, CO</td>
<td>Professional Development</td>
<td>$0 – paid by HERDI</td>
</tr>
<tr>
<td>Warren, Charlotte</td>
<td>Complete College America Annual Meeting</td>
<td>Atlanta, GA</td>
<td>Professional Development</td>
<td>$1,791</td>
</tr>
<tr>
<td>Warren, Charlotte</td>
<td>American Association of Community Colleges Fall Meeting</td>
<td>Arlington, VA</td>
<td>Professional Development</td>
<td>$2,250</td>
</tr>
<tr>
<td>Roberts, Ryan</td>
<td>Author Archive Research</td>
<td>New York, NY</td>
<td>Professional Development</td>
<td>$618</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Spring 2023 Forward Magazine

DATE: September 28, 2022

The College issued an invitation to bid for the printing, mailing, and delivering of the Forward Magazine for the Spring 2023 semester. We plan to print and distribute 160,000 Forward Magazines. Recycled paper and environmentally friendly inks will be used in the printing of this publication.

Given the uncertainty and volatility currently in the paper market, we changed our price structure for this procurement. Bids were evaluated on fixed costs (excluding paper) to produce the magazine and a mark-up rate on paper. Paper expense will be reimbursed once paper is purchased by the vendor and invoice has been provided.

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Total Fixed Costs, including deliver, for 160,000 Forward Magazines (1 issue-32 pages)</th>
<th>% Mark-up on Paper Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>ColorArt Eureka, MO</td>
<td>$27,529</td>
<td>7.75%</td>
</tr>
<tr>
<td>Premier Print Group Champaign, IL</td>
<td>$35,631</td>
<td>2.00%</td>
</tr>
<tr>
<td>FCL Graphics Harwood Heights, IL</td>
<td>$53,599</td>
<td>20%</td>
</tr>
</tbody>
</table>

Based on our paper cost of $27,375 for the last FORWARD magazine, ColorArt would still be the lower cost bid when combining base cost, paper cost and mark up.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Wednesday, August 10, 2022, edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to: American Marketing Services, Mundelein; BFM Group Inc., Lake Saint Louis, Mo; Bloomington Offset, Bloomington; Color World of Printing, Springfield; Consolidated Printing Company,
Chicago; Cross Rhodes Print and Technologies, Lombard; Dan’s Printing and Office Supplies, Oak Forest; Fidelity Print Communications, Broadview; Fineline Printing Group, Indianapolis, IN; GH Printing Co., Downers Grove; Grace Printing and Mailing, Chicago; Hagg Press, Inc., Elgin; Hilton Publishing, Inc., Chicago; Kingery Printing Company, Effingham; KK Stevens Publishing, Astoria; Lake Shore Business Forms, Mokena; LE Print Express, Sycamore; Print X-Press, Chicago; Promoframes, LLC, Schaumburg; Pro- Type Printing, Paxton; Richards Graphic Communications, Inc., Bellwood; RPM Design + Production, Campton Hills; Sharp Mill Graphics, Tinley Park; Sunrise Digital, Chicago; Trinity Graphic & Packaging Solutions, Wheaton; Wright Business Systems, Inc., Valencia, PA.

Budget Impact:

<table>
<thead>
<tr>
<th>Total Funds Requested:</th>
<th>$57,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source of Funds:</td>
<td>Operating 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?
N/A

How will proposed agenda item be measured?
N/A

MOTION: Move to approve a purchase order to ColorArt for the printing, mailing, and delivering of the Spring 2023 issue of the Forward Magazine at the total estimated cost of $57,000 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2023-01.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Technology Equipment for New Teams Phone System

DATE: September 28, 2022

Board approval is requested for the purchase of new phone instruments, management software and consulting to upgrade the college’s phone system to Teams Voice from multiple vendors including CDW-G, Amazon, and Microsoft.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consulting</td>
<td>2</td>
<td>$1,500</td>
</tr>
<tr>
<td>Phone Instruments</td>
<td>138</td>
<td>$60,000</td>
</tr>
<tr>
<td>Phone Management Software</td>
<td>26</td>
<td>$9,000</td>
</tr>
<tr>
<td>Teams Voice License (Included in Microsoft Campus Agreement)</td>
<td>1</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$70,500</strong></td>
</tr>
</tbody>
</table>

Budget Impact:

Total Funds Requested: $70,500
Source of Funds: Operating Funds
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

**How will proposed agenda item impact student learning?**
True unified communication will bring more efficiency and collaboration resulting in organizational agility resulting on a better student learning experience.

**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 students, faculty, and staff.
MOTION: Move to approve the purchase of technology equipment for new Teams phone system from multiple vendors including CDW-G, Amazon, and Microsoft at an approximate cost of $70,500.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Technology Equipment for the Kreher Agriculture Center

DATE: September 28, 2022

Board approval is requested for the purchase of new technology equipment for the Kreher Agriculture Center. With the purchase of multiple items, the college will receive a volume discount.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer – Laptop</td>
<td>75</td>
<td>$39,108.75</td>
</tr>
<tr>
<td>Laptop Cart</td>
<td>3</td>
<td>$6,027.00</td>
</tr>
<tr>
<td>Monitor (TV)</td>
<td>4</td>
<td>$3,140.00</td>
</tr>
<tr>
<td>Network Switch</td>
<td>3</td>
<td>$5,460.00</td>
</tr>
<tr>
<td><strong>Total Price</strong></td>
<td></td>
<td><strong>$53,735.76</strong></td>
</tr>
</tbody>
</table>

Budget Impact:
Total Funds Requested: $53,735.75
Source of Funds: LLCC Foundation
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

**How will proposed agenda item impact student learning?**
Technology will directly benefit the student learning experience by enabling access to digital content and simulation systems.

**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 approve the purchase of technology equipment for the Kreher Agriculture Center at an approximate cost of $53,735.75.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
      President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: September 28, 2022

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

The Workforce Careers Center has entered into a contract with Lincoln Home National Historic Site to provide CPR and First Aid Certification Training. The training was held in August.

The Health Professions Department seeks approval to enter into a clinical site agreement with Tri-County Special Education for students enrolled in the College’s Occupational Therapy Assistant Program. Tri-County Special Education has facilities suitable for the educational needs of the students.

LLCC has entered into a contract with the National Safety Council to allow the NSC to use space at the LLCC Jacksonville location for several dates in October, November, and December. The space will be used free of charge.

The Health Professions Department seeks approval to enter into a clinical affiliation agreement with The CARLE Foundation for students enrolled in the College’s Diagnostic Medical Sonography Program. The CARLE Foundation has facilities suitable for the educational needs of the students.

MOTION: Move to approve the clinical site agreement with Tri-County Special Education and the clinical affiliation agreement with The CARLE Foundation.

Gleckler
<table>
<thead>
<tr>
<th>Contract Title</th>
<th>Brief Description</th>
<th>Contractor</th>
<th>LLCC Dept / Program</th>
<th>Term</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lincoln Home National Historic Site CPR and First Aid Training</td>
<td>The Workforce Careers Center has entered into a contract with Lincoln Home National Historic Site to provide CPR and First Aid Certification Training. The training was held in August.</td>
<td>Lincoln Home National Historic Site</td>
<td>Workforce Careers Center</td>
<td>August 23, 2022</td>
<td>$500</td>
</tr>
<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 several dates in October, November, and December. The space will be used free of charge.</td>
<td>National Safety Council</td>
<td>LLCC – Jacksonville</td>
<td>October – December, 2022</td>
<td>$500</td>
</tr>
<tr>
<td>Clinical Site Agreement with Tri-County Special Education</td>
<td>The Health Professions Department seeks approval to enter into a Clinical Site Agreement with Tri-County Special Education for students enrolled in the College’s Occupational Therapy Assistant Program. Tri-County Special Education has facilities suitable for the educational needs of the students.</td>
<td>Tri County Special Education</td>
<td>Health Professions/ Occupational Therapy Assistant</td>
<td>October 1, 2022 through Indefinite</td>
<td></td>
</tr>
<tr>
<td>Clinical Affiliation Agreement with CARLE Foundation</td>
<td>The Health Professions Department seeks approval to enter into a Clinical Affiliation Agreement with the CARLE Foundation for students enrolled in the College’s Diagnostic Medical Sonography Program. The CARLE Foundation has facilities suitable for the educational needs of the students.</td>
<td>CARLE Foundation</td>
<td>Health Professions/ Diagnostic Medical Sonography</td>
<td>January 1, 2023 through Indefinite</td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Monthly Grant Status Report
DATE: September 28, 2022

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

The Applied and Emerging Technologies Department seeks ratification for the application for the Strada Employer and Community College Partnership Challenge Grant. If awarded, the funds would be used to work with auto employers and community partners to offer supports and work-based learning opportunities to students enrolled in the Automotive Technology Program.

The Health Professions Department seeks ratification for the application for the FY2023 Nursing School Grant. If awarded, funds would be used to provide Diversity, Equity, and Inclusion training for LLCC faculty.

MOTION: Move to ratify the Strada Employer and Community College Partnership Challenge Grant in the amount of $362,503 and ratify the Nursing School Grant in the amount of $33,120.
# GRANT SUMMARY

**September 2022**

<table>
<thead>
<tr>
<th>Grant Title</th>
<th>Brief Description</th>
<th>Grantor</th>
<th>LLCC Dept/ Program</th>
<th>LLCC Total Monetary Request</th>
<th>LLCC Match</th>
<th>Submitted</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strada Employer and Community College partnership Challenge Grant</td>
<td>If awarded, the funds would be used to work with auto employers and community partners to offer support and work-based learning opportunities to students enrolled in the Automotive Technology Program</td>
<td>Strada</td>
<td>Applied &amp; Emerging Technologies</td>
<td>$362,503</td>
<td>$0</td>
<td>Yes</td>
<td>December 31, 2022, through December 31, 2024</td>
</tr>
<tr>
<td>FY 2023 Nursing School Grant</td>
<td>If awarded, funds would be used to provide Diversity, Equity, and Inclusion training for LLCC faculty</td>
<td>IL Board of Higher Education</td>
<td>Health Professions</td>
<td>$33,120</td>
<td>$0</td>
<td>Yes</td>
<td>December 30, 2022 through May 31, 2023</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td>$395,623</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Moving Services

DATE: September 28, 2022

The College issued an invitation to bid for moving services to assist in the many upcoming office moves tied to the Student Services remodel. This contract may be used on other moving needs the College may have. The contract will have an initial term of three years and an optional two-year renewal period. The contract was bid on an hourly time and material basis.

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Journeyman/Hour</th>
<th>Foreman/Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two Men and a Truck</td>
<td>$95</td>
<td>$97</td>
</tr>
<tr>
<td>Hillier Moving and Storage</td>
<td>$123.57</td>
<td>$129.44</td>
</tr>
<tr>
<td>Atlas Van Lines*</td>
<td>$102.41</td>
<td>$103.61</td>
</tr>
</tbody>
</table>

*Vendor included a $53/hr. truck rental charge not included in hourly rates above.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Wednesday, August 10, 2022, edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to: Underfanger, Springfield; Dopson Trucking, Bloomington.

Budget Impact:

Total Funds Requested: $50,000
Source of Funds: Restricted Funds
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?
N/A
How will proposed agenda item be measured?
N/A

MOTION: Move to approve a purchase order to Two Men and a Truck for moving services at the total estimated cost of $50,000 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2023-02.
III. Action Agenda
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

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

DATE: September 28, 2022

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

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 values 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
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.

**MOTION:** Move to approve revisions to Board Policy 1.2 – Mission and Purpose Statement.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revision to Board Policy 6.4 – Purchasing/Contracts

DATE: September 28, 2022

The following is a proposed change to Board Policy 6.4 based on bid thresholds allowed for in the Illinois Community College Act. Our procedure on the bid threshold for construction will be adjusted to a $50,000 threshold given the exceedingly increased costs of construction. This will allow the College to be more nimble in addressing smaller construction needs for projects that would fall below the $50,000 threshold. Informal quotes will still be received on anything $10,000 to $49,999.

Policy Statement: All purchases shall be made, or authorized by, the division in charge of financial operations. All Contracts for purchase of supplies, materials, or work involving an expenditure at or exceeding the amount of $25,000 shall be awarded to the lowest responsible bidder in accordance with the Act.* Only the President or designee shall be authorized to sign such contracts.

Quotations shall be sought and secured on all expenditures of $10,000 or more. Sealed bids shall be sought and secured on all expenditures at or exceeding the amount stated in the Act*, unless such expenditures are exempted from competitive bidding under the Act*. Bids shall be advertised in accordance with state statute. All contracts for the purchase of supplies, materials, or work involving an expenditure at or exceeding the amount stated in the Act*, shall be awarded to the lowest responsible bidder in accordance with the act and shall be approved by the Board.

The College shall not solicit or accept bids, quotes, or otherwise purchase from its full-time or contractual employees.

In emergencies, the President in consultation with the Chair of the Board of Trustees or the Vice Chair of the Board of Trustees in the absence of the Chair, shall authorize expenditures at or exceeding the amount stated in the Act*. An explanation of the emergency purchase shall be submitted to the Board at its next regular meeting.
The College may purchase items from state and federal surplus and may participate in the joint purchasing programs in accordance with the Act.**

Legal Citation:
* 110 ILCS 805/3-27.1
** 110 ILCS 805/3-27.2

Policy Statement: Purchases shall be made in accordance with the Illinois Public Community College Act, Chapter 110, Illinois Compiled Statutes, 805/3-27.1.

The College shall issue purchase orders for its lawful expenses.

The College shall not solicit or accept bids, quotes, or otherwise purchase from its full-time or contractual employees.

In emergencies, the President in consultation with the Chair of the Board of Trustees or the Vice Chair of the Board of Trustees in the absence of the Chair, shall authorize expenditures at or exceeding the amount stated in the Illinois Public Community College Act, Chapter 110, Illinois Compiled Statutes, 805/3-27.1. An explanation of the emergency purchase shall be submitted to the Board at its next regular meeting.

The College may purchase items from state and federal surplus and may participate in the joint purchasing programs in accordance with the Illinois Public Community College Act, Chapter 110, Illinois Compiled Statutes, 805/3-27.2.

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 October 2022 meeting of the Board.
TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Fiscal Year 2023 Budgets

DATE: September 28, 2022

Included under separate cover is the final draft of the Fiscal Year 2023 Operating Budget. There have been no changes to the Tentative Budget except for updating FY2022 fund balances at year end. The FY 2023 Final Operating Budget in draft form, is balanced and provides for revenues of $50,513,110 and expenditures of $50,513,110.

The tax levy that will come before the Board in December of 2022 will provide for the extension of property tax in the calendar year 2022. In accordance with GASB 34, the FY 2023 budget reflects 50% of the revenue from the calendar year 2021 levy as well as 50% of the projected revenues from the calendar year 2022 levy.

Budgets are also included for the following funds, which are supported by the annual tax levy:

- Liability Protection & Settlement (Fund 12) is used to fund insurance, risk management, safety and security expenditures.
- Audit (Fund 11) provides funding for audit services.
- Bond and Interest (Fund 04) provides for the payment of principal and interest on debt service (borrowed funds).

Also presented are budgets for the following:

- Operations & Maintenance Restricted (Fund 03) is restricted to construction and other capital expenditures. Funding is provided from Protection Health and Safety annual tax levy funds and monies accumulated in the Operations and Maintenance Fund.
- Auxiliary or Independent Operations (Fund 05) accounts for expenditures for cost centers for which a fee is charged for students/staff, and the activity is intended to be self-sufficient, such as the bookstore, food service, Capital City Center, Child Care Center, and Community Programming.
- Employee Benefit (Fund 16) serves as the College’s self-insurance fund.
- Restricted Purpose Grants (Fund 06) includes monies restricted by state and federal grants.
- Trust & Agency (Fund 10) is used for Student Club monies or other funds for which the College is holding in a custodial or agency relationship.
- Working Cash (Fund 07) is the “internal bank” which allows the College to meet cash flow needs.
- Federal Financial Aid (Fund 17) is used for pass through funds from state and federal agencies for student financial aid.

The FY 2023 Final Budget before you includes estimated revenues sufficient to meet or exceed expenditures in all funds with the exception of the Operations & Maintenance Restricted Fund, Auxiliary Enterprise Fund and Restricted Purposes Fund which all have sufficient carry forward fund balance to fund expenditures.

I will provide further information as requested at the meeting.

MOTION: Move (1) to adopt the attached resolution approving the FY 2023 Operating Budget and (2) to approve the FY 2023 Capital Budget as presented.
FISCAL YEAR 2023 BUDGET RESOLUTION

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 and Scott and State of Illinois, cause to be prepared in tentative form a budget for said district for the fiscal year beginning July 1, 2022 and ending June 30, 2023; and

WHEREAS, the Secretary of said Board of Trustees has made such budget in tentative form conveniently available to public inspections for at least 30 days prior to final action thereon; and

WHEREAS, the Secretary of said Board of Trustees arranged for and there was held a public hearing as to such budget on September 28, 2022; and

WHEREAS, report availability for public inspection on such budget and of such public hearing was given by publication in (a) newspapers published in said district at least 30 days prior to the time of such hearing; and

WHEREAS, it appears that all legal requirements for the adoption of such budget have been done and performed;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the fiscal year for the district is declared as being July 1, 2022 and ending June 30, 2023.

Section 2. That the budget containing a statement of the cash on hand at the beginning of the fiscal year, an estimate of the cash expected received during such fiscal year from all sources, an estimate of the expenditures contemplated for such fiscal year, and a statement of the estimated cash expected to be on hand at the end of such year is adopted as the budget for this district for the aforesaid fiscal year, a copy of said budget being attached hereto and by reference made a part hereof.

Chair, Board of Trustees

ATTEST: ________________________________
Secretary, Board of Trustees
IV. Information Items
MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
        President
SUBJECT: Position Vacancies and Hires
DATE: September 28, 2022

POSITION VACANCIES
Classified
Accounts Receivable/Collection Technician (FT)
Child Development Assistant (FT)
IT Trainer/Technical Writer (FT)
Mechanical Maintenance Technician (FT)

Professional
IT Project Manager (FT)
Network Administrator (FT)
Staff Training and Development Coordinator (FT)
Student Success Coach I – 2 (FT)

Administrator
Program Director, Industrial Maintenance and Electrical (FT)

Faculty
Welding Instructor (FT)

RESIGNATIONS
Viki Bradley  Disbursements Manager  09/13/2022
Kathy Freeman  Adult Education Coordinator  08/31/2022
Caitlin Snodgrass  Accounting Technician  09/22/2022

PROMOTIONS
Sierra Peterson  Program Navigator, WEI  08/29/2022

TRANSFERS
Katie Elsenheimer  Program Assistant, WEI  08/29/2022

INTERIM ASSIGNMENT
Sarah Goodman, Accountant, has assumed additional responsibilities for the vacant Disbursements Manager position. This assignment will be effective September 1, 2022 and will continue until the position is filled. This assignment comes with a 15% adjustment to base pay.
SALARY GRADE ADJUSTMENT
The JDQ for Tera Spellbrink, Adjunct Employment Coordinator, was recently reevaluated due to a redistribution of management responsibilities resulting in additional duties added to her position. Her position is now placed in salary grade I with a title change to Human Resources Manager. The effective date is September 1, 2022.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
       President

SUBJECT: Construction Progress Update

DATE: September 28, 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 October 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 October 2022.

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

   Wayfinding Phase 2
   This project is substantially complete. We are awaiting completion of punch list items and closeout documents.

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
A portion of this project is complete, but the contractor will need to return in December 2022 to complete.

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.

Small Projects – FY23

Main Campus Classrooms and Litchfield Science Lab Upgrades
Project consists of Active Learning upgrades at Sangamon 2309 and renovation of the science lab at Litchfield. In addition, there is a small project at Cass Gym to replace doors included in this scope. Development of construction documents is underway.

Main Campus and Taylorville Flooring Replacement
Project consists of replacing flooring in multiple locations on the main campus and a classroom at Taylorville. Development of construction documents is underway.

Main Campus Parking Lot Repair – Phase 1
Project consists of year 1 of a 7-year rolling parking lot repair/renovation program. Patching, parking lot repair, resealing, striping, and curb work on the main campus in various lots are all a part of this scope. Development of construction documents is underway.

Deferred Maintenance Capital Project (CDB Managed)

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

Exterior Door Security Upgrades
Construction documents are underway. 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)
Final construction document review is underway. 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 have received proposals and are working with the Foundation to prepare a contract for the general contractor as noted in the informational memo before you tonight.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
       President

SUBJECT: Selection of General Contractor for Kreher Greenhouse

DATE: September 28, 2022

The LLCC Foundation is funding the construction of a new teaching greenhouse behind the Kreher Agriculture Center.

A request for sealed proposals was issued on August 16th. As a result of the request, the Foundation Board has accepted the Limbaugh Construction Co., Inc. (Limbaugh) proposal to provide general contractor services to complete the construction of the Kreher Greenhouse. Limbaugh’s proposal in the amount of $484,524 is within the cost range for a project of this scope and complexity. The Construction Management Office will assist the Foundation in administering the contract for Limbaugh’s services through construction.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Notification of April 2023 Board of Trustees Election

DATE: September 28, 2022

Under the legislative statute 110 ILCS 805/3-7 which first went into effect in the 2005 consolidated election, Board members were elected by trustee districts rather than at large. Lincoln Land Community College, District No. 526 is divided into 7 trustee districts. For the 2023 consolidated election, all seven LLCC Board of Trustees terms will expire.

District 1 6 years, 4 years Stands for election in 2023, 2029, 2033
District 2 6 years, 4 years Stands for election in 2023, 2029, 2033
District 3 4 years, 6 years Stands for election in 2023, 2027, 2033
District 4 6 years, 4 years Stands for election in 2023, 2029, 2033
District 5 4 years, 6 years Stands for election in 2023, 2027, 2033
District 6 4 years, 6 years Stands for election in 2023, 2027, 2033
District 7 4 years, 6 years Stands for election in 2023, 2027, 2033

Notification has been received that the 2023 election will be held on April 4, 2023.

The attached chart lists the dates that have been established by statute for the April 4, 2023, election, and are very important in the election process. The official first day to file nomination papers is December 12, 2022 and runs through December 19, 2022. Further timeline information is provided on the attached page.
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>Tuesday, September 20, 2022</td>
<td>First day to circulate nomination petitions.</td>
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<tr>
<td>Monday, December 12, 2022</td>
<td>First day to file candidate petitions.</td>
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<tr>
<td>Monday, December 19, 2022</td>
<td>Last day to file candidate petitions.</td>
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<tr>
<td>Tuesday, December 27, 2022</td>
<td>Last day to file objections to nomination papers.</td>
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<td>Wednesday, December 28, 2022</td>
<td>Last day to conduct a lottery when 2 or more petitions are filed simultaneously as of the opening hour of filing period to determine the first ballot position or within the last hour of the filing deadline for the final ballot position.</td>
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<tr>
<td>Thursday, January 26, 2023</td>
<td>Last day for local election official to certify candidates to the election authority and to file withdrawal of nomination papers.</td>
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<tr>
<td>Thursday, February 2, 2023</td>
<td>Last day for a person to file a notarized “Declaration of Intent to be a Write-In Candidate”.</td>
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<tr>
<td><strong>Tuesday, April 4, 2023</strong></td>
<td><strong>ELECTION DAY</strong></td>
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<tr>
<td>Tuesday, April 25, 2023</td>
<td>Last day for canvassing election results and proclamation of winners.  <strong>Canvassing will be conducted by the County Clerks.</strong></td>
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<tr>
<td>Tuesday, May 2, 2023</td>
<td>Persons elected on April 4, 2023, must be seated for the new Board’s organizational meeting. The organizational meeting must occur after the canvass and within 28 days of the election.</td>
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AGENDA MASTER CALENDAR

<table>
<thead>
<tr>
<th>OCTOBER 2022</th>
<th>NOVEMBER 2022</th>
<th>DECEMBER 2022</th>
<th>JANUARY 2023</th>
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<tbody>
<tr>
<td>PHS Projects</td>
<td>Financial Audit Review</td>
<td>Adopt CY22 Property Tax Levy</td>
<td>Spring Adjunct Faculty Listing</td>
</tr>
<tr>
<td>Board Meeting 10/19/22</td>
<td>Board Meeting 11/16/22</td>
<td>Board Meeting 12/12/22</td>
<td>General Obligation</td>
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<tr>
<td>Taylorville</td>
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<td>Alternate Bond Levy Abatement</td>
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<tr>
<th>FEBRUARY 2023</th>
<th>MARCH 2023</th>
<th>APRIL 2023</th>
<th>MAY 2023</th>
</tr>
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<tbody>
<tr>
<td>Sabbatical Leaves</td>
<td>Administrative Positions</td>
<td>Seating of New Trustees/Board</td>
<td>Employee Recognition</td>
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<td></td>
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<td>Reorganization</td>
<td>Commencement 5/12/23</td>
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<tr>
<td>Approval of Faculty</td>
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<td>Seating of Student Trustee</td>
<td>Board Meeting 5/24/23</td>
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<td>Positions</td>
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<td>Foundation Gala 4/29/23</td>
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<td>Faculty Tenure &amp;</td>
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<td>Student Recognition</td>
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<td>Continuing Employment</td>
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<td>Board Meeting 4/26/23</td>
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<td>Recommendations</td>
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<td>Board Meeting 2/22/23</td>
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<tr>
<th>JUNE 2023</th>
<th>JULY 2023</th>
<th>AUGUST 2023</th>
<th>SEPTEMBER 2023</th>
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<tr>
<td>Summer Adjunct Faculty</td>
<td>FY23 Tentative Budget</td>
<td>Board Meeting 8/23/23</td>
<td>Budget Adoption/Public</td>
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<tr>
<td>Listing</td>
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<td>Hearing</td>
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<td>Fall Adjunct Faculty Listing</td>
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<td>Board Meeting 9/27/23</td>
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<td>Budget Workshop</td>
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V. Strategic Discussion
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: HLC Accreditation and Reaffirmation

DATE: September 28, 2022

Dr. Tricia Kujawa, Assistant Vice President of Institutional Research and Effectiveness will present an update on the institutional accreditation.