LLCC Board of Trustees Regular Meeting

October 19, 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
I. Preliminary Matters

A. Roll Call
B. Pledge of Allegiance
C. Adoption of Agenda of the October 19, 2022 Meeting
D. Introductions and Recognitions
   1. Taylorville Presentation
F. Hearing of Citizens

II. Consent Agenda

A. Approval of Minutes of the Regular Meeting of September 28, 2022
B. Ratify Payments of Cash Disbursements for September and the September Treasurer’s Report
C. Out-of-State Travel
   1. Ratification of Out-of-State Travel
   2. Approval of Out-of-State Travel
D. Budget/Financial Items
E. Purchasing
   1. Ultrasound Machine
   2. Semi-Tractor and Trailer
   3. Toro Groundsmaster
   4. High-Speed Copier Lease
F. Contracts/Agreements
   2. E2E Advising
G. Monthly Grant Status Report
H. Facility Leases
I. Construction Items
   1. Wayfinding Phase 2 – Change Orders
   2. Renovation of Microbiology Lab in Sangamon 2313 – Change Orders
   3. Jacksonville Interior Lighting Upgrades
J. Other Items

III. Action Agenda

A. Policies
   1. Revisions to Board Policy 6.4 – Purchasing/Contracts
B. Academic Services Division Items  
C. Student Services Division Items  
D. Administrative Services Division Items  
   1. Approval of FY23 Protection, Health & Safety Projects  
E. Information Technology Items  
F. Executive Division Items

IV. Information Items

A. Staff Reports  
   1. Academic Services  
   2. Student Services  
   3. Administrative Services  
      a. Position Vacancies and Hires  
      b. Construction Progress Update  
   4. Information Technology  
   5. Executive Division  
      a. Review of Agenda Master Calendar

B. President’s Report  
C. Report from Faculty Senate  
D. Report from Faculty Association  
E. Report from 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

VI. Executive Session

   A. Personnel Matters  
   B. Pending /Imminent Legal Matters

VII. Actions from Open/Executive Session

   A. Approval of Personnel Matters

VIII. Adjournment
I. Preliminary Matters
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
       President

SUBJECT: LLCC - Taylorville

DATE: October 19, 2022

Dee Krueger, Director, LLCC – Taylorville will welcome the Board and provide a brief overview of LLCC – Taylorville operations.
II. Consent Agenda
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
       President

SUBJECT: Ratify Payments of All Cash Disbursements for September and the September Treasurer’s Report

DATE: October 19, 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 September, 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 September 2022, and ratify the September 30, 2022, Treasurer’s Report.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratification of Out-of-State Travel

DATE: October 19, 2022

<table>
<thead>
<tr>
<th>Name</th>
<th>Meeting</th>
<th>Location</th>
<th>Date</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suchland, Colin</td>
<td>Applied and Clinical Sociology</td>
<td>Louisville, KY</td>
<td>Oct 6 – Oct 8, 2022</td>
<td>Professional Development</td>
<td>$900</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Out-of-State Travel
DATE: October 19, 2022

<table>
<thead>
<tr>
<th>Name</th>
<th>Meeting</th>
<th>Location</th>
<th>Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosentino, Yvonne</td>
<td>American Occupational Therapy Association</td>
<td>Orlando, FL</td>
<td>Professional Development</td>
<td>$1,366</td>
</tr>
<tr>
<td>Swafford, Cara</td>
<td>Pacific Ancient and Modern Language Association</td>
<td>Los Angeles, CA</td>
<td>Professional Development</td>
<td>$1,870</td>
</tr>
<tr>
<td>Harmon, Bill + 17 Students</td>
<td>National Future Farmer of America Conf.</td>
<td>Indianapolis, IN</td>
<td>Student Trip</td>
<td>$6,338*</td>
</tr>
<tr>
<td>Shull, Al</td>
<td>Foundation Art Teachers Educators Conf.</td>
<td>Denver, CO</td>
<td>Faculty Development</td>
<td>$2,188</td>
</tr>
<tr>
<td>Moore, Patrick</td>
<td>National Alliance of Concurrent Enrollment Partnerships</td>
<td>Minneapolis, MN</td>
<td>Professional Development</td>
<td>$1,778</td>
</tr>
<tr>
<td>Sawah, Rihab</td>
<td>Midwest Institute for International-Intercultural Education</td>
<td>Livonia, MI</td>
<td>Professional Development</td>
<td>$1,052</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>Stalter, Leslie</td>
<td>Foundation in Art: Theory and Education</td>
<td>Denver, CO</td>
<td>Faculty Development</td>
<td>$2,049</td>
</tr>
<tr>
<td>Anderson, Laura</td>
<td>Foundation in Art: Theory and Education</td>
<td>Denver, CO</td>
<td>Faculty Development</td>
<td>$2,016</td>
</tr>
<tr>
<td>Swafford, Cara</td>
<td>Midwest Institute for International-Intercultural Education</td>
<td>Livonia, MI</td>
<td>Faculty Development</td>
<td>$847</td>
</tr>
<tr>
<td>Roberts, Ryan</td>
<td>Author Archive Research</td>
<td>New York, NY</td>
<td>Faculty Development</td>
<td>$618</td>
</tr>
<tr>
<td>Janelle Murphy &amp; 7 students</td>
<td>Association of Collegiate Educators in Radiologic Technology Annual Conference</td>
<td>Las Vegas, NV</td>
<td>Student Club Funds &amp; Faculty Development</td>
<td>$5,108</td>
</tr>
</tbody>
</table>

*Trip previously approved with Holly Bauman. Bill Harmon going in her place since she resigned.*
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
       President

SUBJECT: Ultrasound Machine

DATE: October 19, 2022

The College issued an invitation to bid for a refurbished ultrasound machine and compatible probes. This like-new ultrasound machine will supplement and enhance the hands-on learning opportunities for students in the sonography program.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avante Health Solutions</td>
<td>Louisville, KY</td>
<td>$59,995</td>
</tr>
</tbody>
</table>

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Sunday, August 28, 2022, edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to: Probo Medical, LLC, Fishers, IN; Universal Diagnostic Solutions, Vista, CA; Philips, Cambridge, MA.

Budget Impact:
- Total Funds Requested: $59,995
- Source of Funds: Perkins Funds
- Projected Revenue: N/A
- Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?
This purchase will enhance the real-world, hands-on learning experience provided in the sonography program.

How will proposed agenda item be measured?
N/A

MOTION: Move to approve a purchase order to Avante Health Solutions for a refurbished ultrasound machine at the total estimated cost of $59,995 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2023-05.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Semi-Tractor and Trailer

DATE: October 19, 2022

The college recently sought Invitations to Bid for a 2022 model year or newer semi-tractor and trailer for the Truck Driver Training Program. The following is a tabulation of that bid.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Product</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Truck Centers, Inc., Springfield, IL</td>
<td>Tractor</td>
<td>$131,002</td>
</tr>
<tr>
<td>Arrow Trailer and Equipment</td>
<td>Trailer</td>
<td>$ 53,000</td>
</tr>
</tbody>
</table>

No other bids were received.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Thursday, August 25, 2022, edition of the State Journal Register.

The following companies were mailed an Invitation to Bid, but chose not to respond: Arrow Trailer, Springfield, IL; Central IL Trucks, Springfield, IL; Centre State International Trucks, Jacksonville, IL; Chicago Trailer Pool, Elgin, IL; Fleetco Inc, Nashville, TN; ILOCA Services, Aurora, IL; Jim Hawk Truck Trailers, Morton, IL; Pace Trailer Sales & Service; Byron Center, MI; Quality Trailer Sales, Morton, IL; Quincy Mac Sales & Service, Quincy, IL; Rush Truck Centers of IL, Springfield, IL; Tri-State International, Murray, KY.

Budget Impact:

- Total Funds Requested: $184,002
- Source of Funds: Auxiliary Funds
- Projected Revenue: N/A
- Projected Savings: N/A

Student Learning Impact:
How will proposed agenda item impact student learning?
Students will be provided new, state-of-the-art equipment that will be similar to equipment used in truck driving jobs upon completion of their training program.

How will proposed agenda item be measured? N/A

MOTION: Move to approve Truck Centers, Inc. to provide a 2023 Freightliner semi-tractor to Lincoln Land Community College with a total commitment of $131,002 and approve Arrow Trailer and Equipment Company to provide a 2023 Box Van Trailer to Lincoln Land Community College with a total commitment of $53,000, in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2023-03.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Toro Groundsmaster

DATE: October 19, 2022

Facilities was approved to purchase a Toro Groundsmaster 7210 in the FY23 budget planning process. The Toro Groundsmaster will have a 72” side discharge deck capable of mowing 6.5 acres per hour. In the winter, the mower can be converted to have an enclosed cab and polar tracs for traction on ice and snow. The snow package will also include a 5’ snow blade.

The Groundsmaster 7210 will be provided by Toro and was sourced from the OMNIA consortium contract (#20170250).

Budget Impact:
- Total Funds Requested: $48,941.58
- Source of Funds: FFE Projects (Operating Funds)
- Projected Revenue: N/A
- Projected Savings: N/A

Student Learning Impact:
- How will proposed agenda item impact student learning? NA
- How will proposed agenda item be measured? NA

MOTION: Move to approve the purchase of a Toro Groundsmaster 7210 and snow package with a total commitment of $48,941.58.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: High-Speed Copier Lease

DATE: October 19, 2022

Lincoln Land Community College entered a five-year lease for a high-speed black and white as well as a color copier from Xerox Corporation during FY 2018. Xerox has provided the College with a proposal under state negotiated contract for the next five years. A comparison of the current and proposed is outlined below. In addition to base lease charges black and white copies are estimated to be $215 per month; color copies are estimated at $460 per month.

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Black and White Copier</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost Per Copy (cost charged for billable prints)</td>
<td>$0.0031</td>
<td>$0.0036</td>
</tr>
<tr>
<td>Monthly Charges for lease, supplies, service, and external controls (Fiery) with estimated print charges</td>
<td>$1,604.47</td>
<td>$1,131.72</td>
</tr>
<tr>
<td><strong>Brand/Model</strong></td>
<td>Xerox D125CP with Fiery</td>
<td>Xerox B9125 with Fiery</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Color Copier</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost Per Copy (cost charged for all billable prints)</td>
<td>$0.0450</td>
<td>$0.0450</td>
</tr>
<tr>
<td>$0.0099</td>
<td>$0.0099</td>
<td></td>
</tr>
<tr>
<td>Monthly Charges for lease, supplies, service, and external controls (Fiery) with estimated print charges</td>
<td>$1,175.05</td>
<td>$1,109.16</td>
</tr>
<tr>
<td><strong>Brand/Model</strong></td>
<td>Xerox C70EX2 with Fiery</td>
<td>Xerox C90XLS with Fiery</td>
</tr>
</tbody>
</table>
Budget Impact:
- Total Funds Requested: $2,915.88 per month
- Source of Funds: Education Fund
- Projected Revenue: N/A
- Projected Savings: $582.38 per month

Student Learning Impact:
- How will proposed agenda item impact student learning?
  Better quality of duplicated material used in the classroom.

  How will proposed agenda item be measured?
  Actual costs compared to proposed costs.

**MOTION:** Move to approve a five-year lease agreement with Xerox to lease a Xerox B912 black and white copier with Fiery controller and booklet maker and a Xerox C90 XLS Color copier with finisher, booklet maker, and Fiery controller for $2,240.88 per month plus print charges estimated at $675 per month.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: October 26, 2022

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

The Community Education Department entered into a contract with Taylorville Public Library to provide CPR Training. The training was held in September.

LLCC has entered into a contract with the Northern Illinois CO2 Pipelines to use space at the LLCC Jacksonville location for October 18th. The space shall be used free of charge.

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

The College seeks approval to enter into an articulation agreement with Illinois Wesleyan University. The agreement will facilitate the transfer of LLCC students to Illinois Wesleyan University.

MOTION: Move to approve the clinical site agreement with Fort Jesse Imaging and the articulation agreement with Illinois Wesleyan University.
### TRAINING CONTRACTS

<table>
<thead>
<tr>
<th>Contract Title</th>
<th>Brief Description</th>
<th>Contractor</th>
<th>LLCC Dept / Program</th>
<th>Contract Total</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taylorville Public Library CPR Training</td>
<td>The Community Education Department entered into a contract with Taylorville Public Library to provide CPR Training. The training was held in September.</td>
<td>Taylorville Public Library</td>
<td>Community Education</td>
<td>$1,400</td>
<td>September, 2022</td>
</tr>
<tr>
<td>Facilities Usage Agreement with Northern Illinois CO2 Pipelines</td>
<td>LLCC has entered into a contract with the Northern Illinois CO2 Pipelines to use space at the LLCC Jacksonville location for October 18th. The space shall be used free of charge.</td>
<td>Northern Illinois CO2 Pipelines</td>
<td>LLCC Jacksonville</td>
<td></td>
<td>October 18, 2022</td>
</tr>
<tr>
<td>Clinical Site Agreement with Ft. Jesse Imaging</td>
<td>The Health Professions Department seeks approval to enter into a clinical affiliation agreement with Fort Jesse Imaging for students enrolled in the College’s Diagnostic Medical Sonography Program. Fort Jesse Imaging has facilities suitable for the educational needs of the students.</td>
<td>Ft. Jesse Imaging</td>
<td>Health Professions/ Diagnostic Medical Sonography</td>
<td></td>
<td>January 1, 2023 through Indefinite</td>
</tr>
<tr>
<td>Articulation Agreement with Illinois Wesleyan University</td>
<td>The College seeks approval to enter into an articulation agreement with Illinois Wesleyan University. The agreement will facilitate the transfer of LLCC students to Illinois Wesleyan University.</td>
<td>Illinois Wesleyan University</td>
<td>LLCC</td>
<td></td>
<td>Date of Signing through Indefinite</td>
</tr>
</tbody>
</table>

**TOTALS** $1,400

### CLINICAL SITE, AFFILIATION, ARTICULATION, & TRAINING AGREEMENTS

<table>
<thead>
<tr>
<th>Contract Title</th>
<th>Brief Description</th>
<th>Contractor</th>
<th>LLCC Dept / Program</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities Usage Agreement with Northern Illinois CO2 Pipelines</td>
<td>LLCC has entered into a contract with the Northern Illinois CO2 Pipelines to use space at the LLCC Jacksonville location for October 18th. The space shall be used free of charge.</td>
<td>Northern Illinois CO2 Pipelines</td>
<td>LLCC Jacksonville</td>
<td>October 18, 2022</td>
</tr>
<tr>
<td>Clinical Site Agreement with Ft. Jesse Imaging</td>
<td>The Health Professions Department seeks approval to enter into a clinical affiliation agreement with Fort Jesse Imaging for students enrolled in the College’s Diagnostic Medical Sonography Program. Fort Jesse Imaging has facilities suitable for the educational needs of the students.</td>
<td>Ft. Jesse Imaging</td>
<td>Health Professions/ Diagnostic Medical Sonography</td>
<td>January 1, 2023 through Indefinite</td>
</tr>
<tr>
<td>Articulation Agreement with Illinois Wesleyan University</td>
<td>The College seeks approval to enter into an articulation agreement with Illinois Wesleyan University. The agreement will facilitate the transfer of LLCC students to Illinois Wesleyan University.</td>
<td>Illinois Wesleyan University</td>
<td>LLCC</td>
<td>Date of Signing through Indefinite</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
       President

SUBJECT: E2E Advising

DATE: October 19, 2022

Board approval is requested for a one-year software agreement with E2E Advising. This advising management software will allow advisors and students to use appointment scheduling, online booking, student self-check-in kiosks, and queue and case management.

Budget Impact:
- Total Funds Requested: $31,500
- Source of Funds: Operations & Maintence
- Projected Revenue: N/A
- Projected Savings: N/A

Student Learning Impact:
- How will proposed agenda item impact student learning?
  E2E Advising will continue provide advisors and students with critical advising appointment management tools.

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

MOTION: Move to approve the one-year agreement for the E2E Advising at a total cost of $31,500.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: October 19, 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 College seeks ratification for the application for the Economic Development Administration grant. The grant was awarded to LLCC in September and the $6,244,746 in total funds will be utilized to support the renovation and expansion of campus buildings to better train students in career fields where the region lacks a sufficient supply of skilled workers. The project will consist of renovating Logan Hall to house the new EMS Training Facility, upgrading the College’s Truck Driver Training Facility, converting the existing Auto Body Lab into a new Diesel Technology lab, and upgrading the Agriculture Storage Building to serve the College’s existing agricultural technology training programs.

MOTION: Move to ratify the Economic Development Administration Grant and recipient share in the amount of $6,244,746.
### Economic Adjustment Assistance-COVID-19 (CARES Act) Recovery and Resiliency Projects

The project will consist of renovating Logan Hall to house the new EMS Training Facility, upgrading the College’s Truck Driver Training Facility, converting the existing Auto Body Lab into a new Diesel Technology lab, and upgrading the Agriculture Storage Building to serve the College’s existing agricultural technology training programs.

<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>Economic Adjustment Assistance-COVID-19 (CARES Act) Recovery and Resiliency Projects</td>
<td>The project will consist of renovating Logan Hall to house the new EMS Training Facility, upgrading the College’s Truck Driver Training Facility, converting the existing Auto Body Lab into a new Diesel Technology lab, and upgrading the Agriculture Storage Building to serve the College’s existing agricultural technology training programs.</td>
<td>U.S. Department of Commerce Economic Development Administration</td>
<td>Administrative Services</td>
<td>$4,995,796</td>
<td>$1,248,950</td>
<td>Yes</td>
<td>September 2022 - March 2025</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td>$4,995,796</td>
<td>$1,248,950</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Wayfinding Phase 2 – Change Orders

DATE: October 19, 2022

During the course of any construction project, modifications to the agreement are necessary due to undiscovered conditions, existing conditions, or requests from the owner and the recognition that in any set of contract documents there will be the necessity for clarification.

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

<table>
<thead>
<tr>
<th>Change Order #</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>G-001</td>
<td>Street signs removed from scope</td>
<td>($24,247.53)</td>
</tr>
<tr>
<td>G-002</td>
<td>Rebuild brick sign at Litchfield</td>
<td>$11,650.00</td>
</tr>
<tr>
<td></td>
<td>Total Change Orders:</td>
<td>($12,597.53)</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>$0.00</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>($12,597.53)</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>($12,597.53)</td>
</tr>
</tbody>
</table>

Budget Impact:

- Total Funds Requested: ($12,597.53)
- 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 ($12,597.53) for the Wayfinding Phase 2 project as presented.
MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Renovation of Microbiology Lab in Sangamon 2313 – Change Orders
DATE: October 19, 2022

During the course of any construction project, modifications to the agreement are necessary due to undiscovered conditions, existing conditions, or requests from the owner and the recognition that in any set of contract documents there will be the necessity for clarification.

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

<table>
<thead>
<tr>
<th>Change Order #</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>G-001</td>
<td>Concrete moisture testing results require the use of Moisture Mitigation Primer.</td>
<td>$2,594.64</td>
</tr>
<tr>
<td></td>
<td>Total Change Orders:</td>
<td>$2,594.64</td>
</tr>
</tbody>
</table>

Project Contingency Summary

<table>
<thead>
<tr>
<th>Amount of project contingency:</th>
<th>$5,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less previously approved change orders:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Change order(s) presented for ratification:</td>
<td>$2,594.64</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>$2,405.36</td>
</tr>
</tbody>
</table>

Budget Impact:

- Total Funds Requested: $2,594.64
- Source of Funds: Small Project
- 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 $2,594.64 for the Renovation of Microbiology Lab in Sangamon 2313 project as presented.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Jacksonville Interior Lighting Upgrades

DATE: October 19, 2022

Tonight, we are asking you to approve an Illinois Green Economy Network (IGEN) project for upgrades to interior lighting at the Jacksonville Campus. This project has been made possible by the award of an IGEN grant in the amount of $91,536. We will supplement the project with excess Protection, Health, and Safety funds of $91,536 to achieve a total project budget of $183,072. This project will upgrade all interior lighting to energy efficient LED fixtures, incorporate daylight harvesting and occupancy sensors, and circuit level energy monitoring that will allow our Workforce program to incorporate energy savings evaluation and monitoring into the curriculum.

Budget Impact:
- Total Funds Requested: $91,536
- 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?
Each of these projects is measured first by completion within the predetermined budget and time allotted for completion, and then by the satisfaction of the users and stakeholders.

MOTION: Move to approve the Jacksonville Interior Lighting Upgrades project at LLCC - Jacksonville.
III. Action Agenda
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revision to Board Policy 6.4 – Purchasing/Contracts

DATE: October 19, 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.

MOTION: Move to approve revisions to Board Policy 6.4 – Purchasing/Contracts.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of FY’23 Protection, Health, and Safety Projects

DATE: October 19, 2022

In your agenda you will find a resolution for each of the projects listed below to approve them as Protection, Health, and Safety Projects. Note that Public Act 099-0655 effective July 1, 2016, eliminates the need to have locally funded projects approved by the ICCB. Once approval has been obtained from the LLCC Board the projects can be bid and the work commenced.

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Cost Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Campus Exterior Lighting Upgrade Phase 3:</td>
<td>$584,566</td>
</tr>
<tr>
<td>Upgrade and add lighting to Hamilton area and between</td>
<td></td>
</tr>
<tr>
<td>Sangamon/Menard. Upgrade and add lighting to walkway</td>
<td></td>
</tr>
<tr>
<td>between Sangamon/CDC. Install new sidewalk lighting east</td>
<td></td>
</tr>
<tr>
<td>of Cass. Last phase to complete parking lot lighting</td>
<td></td>
</tr>
<tr>
<td>upgrades.</td>
<td></td>
</tr>
<tr>
<td>Main Campus Parking Lot, Drives &amp; Signage:</td>
<td>$611,486</td>
</tr>
<tr>
<td>Expand road east of Menard, create ADA parking, sidewalk.</td>
<td></td>
</tr>
<tr>
<td>Stripe main drive with thermoplastic paint for longer</td>
<td></td>
</tr>
<tr>
<td>wear. Replace all traffic control signage identified</td>
<td></td>
</tr>
<tr>
<td>during wayfinding study. Repair main drive surface as</td>
<td></td>
</tr>
<tr>
<td>needed in front of Kreher.</td>
<td></td>
</tr>
<tr>
<td>Medical District Exterior Door &amp; Security Alarm Upgrades:</td>
<td>$96,454</td>
</tr>
<tr>
<td>Install exterior door access control and upgrade security alarm system.</td>
<td></td>
</tr>
<tr>
<td>Menard Hall Secure Access:</td>
<td>$26,755</td>
</tr>
<tr>
<td>Secure access to server room to record activity &amp; restrict access. Secure access to President suite including camera, remote door operation.</td>
<td></td>
</tr>
<tr>
<td>Sangamon Hall Dust Collection &amp; Gas Safety:</td>
<td>$197,503</td>
</tr>
<tr>
<td>Install dust collection system and gas safety shut off valve to meet code requirements.</td>
<td></td>
</tr>
<tr>
<td>Sangamon &amp; Cass Mechanical Upgrades:</td>
<td>$239,000</td>
</tr>
<tr>
<td>Upgrade Sangamon rooftop drain pans and install covers to rooftop vents to prevent rain/snow entering buildings. Mechanical upgrades in lower level of Cass.</td>
<td></td>
</tr>
</tbody>
</table>

Total PHS Projects $1,755,764
The budgets for the above projects include additional contingency (above and beyond what is typically included) to allow for unknown issues due to COVID-19 and supply chain delays.

**Budget Impact:**
- Total Funds Requested: $1,755,764
- Source of Funds: Protection, Health, and Safety Funds
- Projected Revenue: N/A
- Projected Savings: N/A

**Student Learning Impact:**
- **How will proposed agenda item impact student learning?**
  By improving the physical environment in which instruction, study and leisure activities take place.

- **How will proposed agenda item be measured?**
  Each of these projects is measured first by completion within the predetermined budget and time allotted for completion, and then by the satisfaction of the users and stakeholders.

**MOTION:** Move to approve the resolutions authorizing the listed projects to be undertaken as Protection, Health, and Safety (PHS) projects for Fiscal Year 2023.
Resolution to Approve Protection, Health, and Safety Project for
Main Campus Exterior Lighting Upgrade Phase 3

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Lincoln Land Community College District #526, is authorized to complete necessary projects dealing with health or safety of students, employees, or visitors; and

WHEREAS, there is a need for repair and alteration of certain facilities of Lincoln Land Community College District #526; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to levy a tax to pay for such repairs or alterations upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05 percent per year for a period sufficient to finance such repairs and alteration; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects to sell protection, health and safety bonds, not to exceed 4.5 million dollars, for such repairs or alterations and levy a tax sufficient to retire said outstanding bond issue over a period of years; and

WHEREAS, the Board has received reports from a licensed professional architect or engineer that there are the following projects at Lincoln Land Community College which require repair and alterations, as defined in ICCB Rule 1501.601; and

WHEREAS, the project recommended for repair and alteration is Main Campus Exterior Lighting Upgrade Phase 3, in the amount of $584,566.

WHEREAS, the Board certifies this project meets the requirements of 805/3-20.3.01 of the Public Community College Act and is necessary for energy conservation, health or safety, environmental protection, or accessibility for the Disabled and is not a routine maintenance project.

NOW, be it resolved by the Board of Trustees of Lincoln Land Community College District #526, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.

2. The physical facilities described in the project set forth above require alterations or repairs and are necessary to remove a health or safety hazard to students, employees, or visitors of Lincoln Land Community College District #526.

3. There are not sufficient funds available in the Operation and Maintenance Fund of Lincoln Land Community College District #526 to complete the project set forth above.

4. The cost of the project set forth above, as determined in the certified estimate of a licensed architect or engineer, shall be financed in accordance with Recital C as stated above, in the total dollar amount of $584,566.

5. Note that Public Act 099-0655 effective July 1, 2016, eliminates the need to have locally funded projects approved by the ICCB. Once approval has been obtained from the LLCC Board the projects can be bid and the work commenced, and no application forms need to be submitted to ICCB.

Signature ______________________  Witness ______________________________
Chair of Board  Secretary of Board
Resolution to Approve Protection, Health, and Safety Project for Main Campus Parking Lot, Drives & Signage

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Lincoln Land Community College District #526, is authorized to complete necessary projects dealing with health or safety of students, employees, or visitors; and

WHEREAS, there is a need for repair and alteration of certain facilities of Lincoln Land Community College District #526; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to levy a tax to pay for such repairs or alterations upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05 percent per year for a period sufficient to finance such repairs and alteration; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects to sell protection, health and safety bonds, not to exceed 4.5 million dollars, for such repairs or alterations and levy a tax sufficient to retire said outstanding bond issue over a period of years; and

WHEREAS, the Board has received reports from a licensed professional architect or engineer that there are the following projects at Lincoln Land Community College which require repair and alterations, as defined in ICCB Rule 1501.601; and

WHEREAS, the project recommended for repair and alteration is Main Campus Parking Lot, Drives & Signage, in the amount of $611,486.

WHEREAS, the Board certifies this project meets the requirements of 805/3-20.3.01 of the Public Community College Act and is necessary for energy conservation, health or safety, environmental protection, or accessibility for the Disabled and is not a routine maintenance project.

NOW, be it resolved by the Board of Trustees of Lincoln Land Community College District #526, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.

2. The physical facilities described in the project set forth above require alterations or repairs and are necessary to remove a health or safety hazard to students, employees, or visitors of Lincoln Land Community College District #526.

3. There are not sufficient funds available in the Operation and Maintenance Fund of Lincoln Land Community College District #526 to complete the project set forth above.

4. The cost of the project set forth above, as determined in the certified estimate of a licensed architect or engineer, shall be financed in accordance with Recital C as stated above, in the total dollar amount of $611,486.

5. Note that Public Act 099-0655 effective July 1, 2016, eliminates the need to have locally funded projects approved by the ICCB. Once approval has been obtained from the LLCC Board the projects can be bid and the work commenced, and no application forms need to be submitted to ICCB.

Signature ________________________ Witness ________________________________
Chair of Board Secretary of Board
Resolution to Approve Protection, Health, and Safety Project for
Medical District Exterior Door & Security Alarm Upgrades

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Lincoln Land Community College District #526, is authorized to complete necessary projects dealing with health or safety of students, employees, or visitors; and

WHEREAS, there is a need for repair and alteration of certain facilities of Lincoln Land Community College District #526; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to levy a tax to pay for such repairs or alterations upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05 percent per year for a period sufficient to finance such repairs and alteration; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects to sell protection, health and safety bonds, not to exceed 4.5 million dollars, for such repairs or alterations and levy a tax sufficient to retire said outstanding bond issue over a period of years; and

WHEREAS, the Board has received reports from a licensed professional architect or engineer that there are the following projects at Lincoln Land Community College which require repair and alterations, as defined in ICCB Rule 1501.601; and

WHEREAS, the project recommended for repair and alteration is Medical District Exterior Door & Security Alarm Upgrades, in the amount of $96,454.

WHEREAS, the Board certifies this project meets the requirements of 805/3-20.3.01 of the Public Community College Act and is necessary for energy conservation, health or safety, environmental protection, or accessibility for the Disabled and is not a routine maintenance project.

NOW, be it resolved by the Board of Trustees of Lincoln Land Community College District #526, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.

2. The physical facilities described in the project set forth above require alterations or repairs and are necessary to remove a health or safety hazard to students, employees, or visitors of Lincoln Land Community College District #526.

3. There are not sufficient funds available in the Operation and Maintenance Fund of Lincoln Land Community College District #526 to complete the project set forth above.

4. The cost of the project set forth above, as determined in the certified estimate of a licensed architect or engineer, shall be financed in accordance with Recital C as stated above, in the total dollar amount of $96,454.

5. Note that Public Act 099-0655 effective July 1, 2016, eliminates the need to have locally funded projects approved by the ICCB. Once approval has been obtained from the LLCC Board the projects can be bid and the work commenced, and no application forms need to be submitted to ICCB.

Signature ________________________  Witness ________________________________
Chair of Board  Secretary of Board
Resolved to Approve Protection, Health, and Safety Project for Menard Hall Secure Access

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Lincoln Land Community College District #526, is authorized to complete necessary projects dealing with health or safety of students, employees, or visitors; and

WHEREAS, there is a need for repair and alteration of certain facilities of Lincoln Land Community College District #526; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to levy a tax to pay for such repairs or alterations upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05 percent per year for a period sufficient to finance such repairs and alteration; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects to sell protection, health and safety bonds, not to exceed 4.5 million dollars, for such repairs or alterations and levy a tax sufficient to retire said outstanding bond issue over a period of years; and

WHEREAS, the Board has received reports from a licensed professional architect or engineer that there are the following projects at Lincoln Land Community College which require repair and alterations, as defined in ICCB Rule 1501.601; and

WHEREAS, the project recommended for repair and alteration is Menard Hall Secure Access, in the amount of $26,755.

WHEREAS, the Board certifies this project meets the requirements of 805/3-20.3.01 of the Public Community College Act and is necessary for energy conservation, health or safety, environmental protection, or accessibility for the Disabled and is not a routine maintenance project.

NOW, be it resolved by the Board of Trustees of Lincoln Land Community College District #526, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.

2. The physical facilities described in the project set forth above require alterations or repairs and are necessary to remove a health or safety hazard to students, employees, or visitors of Lincoln Land Community College District #526.

3. There are not sufficient funds available in the Operation and Maintenance Fund of Lincoln Land Community College District #526 to complete the project set forth above.

4. The cost of the project set forth above, as determined in the certified estimate of a licensed architect or engineer, shall be financed in accordance with Recital C as stated above, in the total dollar amount of $26,755.

5. Note that Public Act 099-0655 effective July 1, 2016, eliminates the need to have locally funded projects approved by the ICCB. Once approval has been obtained from the LLCC Board the projects can be bid and the work commenced, and no application forms need to be submitted to ICCB.

Signature ________________________  Witness _________________________________

Chair of Board  Secretary of Board
Resolution to Approve Protection, Health, and Safety Project for
Sangamon Hall Dust Collection & Gas Safety

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Lincoln Land Community College District #526, is authorized to complete necessary projects dealing with health or safety of students, employees, or visitors; and

WHEREAS, there is a need for repair and alteration of certain facilities of Lincoln Land Community College District #526; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to levy a tax to pay for such repairs or alterations upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05 percent per year for a period sufficient to finance such repairs and alteration; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects to sell protection, health and safety bonds, not to exceed 4.5 million dollars, for such repairs or alterations and levy a tax sufficient to retire said outstanding bond issue over a period of years; and

WHEREAS, the Board has received reports from a licensed professional architect or engineer that there are the following projects at Lincoln Land Community College which require repair and alterations, as defined in ICCB Rule 1501.601; and

WHEREAS, the project recommended for repair and alteration is Sangamon Hall Dust Collection & Gas Safety, in the amount of $197,503.

WHEREAS, the Board certifies this project meets the requirements of 805/3-20.3.01 of the Public Community College Act and is necessary for energy conservation, health or safety, environmental protection, or accessibility for the Disabled and is not a routine maintenance project.

NOW, be it resolved by the Board of Trustees of Lincoln Land Community College District #526, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.

2. The physical facilities described in the project set forth above require alterations or repairs and are necessary to remove a health or safety hazard to students, employees, or visitors of Lincoln Land Community College District #526.

3. There are not sufficient funds available in the Operation and Maintenance Fund of Lincoln Land Community College District #526 to complete the project set forth above.

4. The cost of the project set forth above, as determined in the certified estimate of a licensed architect or engineer, shall be financed in accordance with Recital C as stated above, in the total dollar amount of $197,503.

5. Note that Public Act 099-0655 effective July 1, 2016, eliminates the need to have locally funded projects approved by the ICCB. Once approval has been obtained from the LLCC Board the projects can be bid and the work commenced, and no application forms need to be submitted to ICCB.

Signature ________________________ Witness ______________________________
Chair of Board Secretary of Board
Resolution to Approve Protection, Health, and Safety Project for
Sangamon & Cass Mechanical Upgrades

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Lincoln Land Community College District #526, is authorized to complete necessary projects dealing with health or safety of students, employees, or visitors; and

WHEREAS, there is a need for repair and alteration of certain facilities of Lincoln Land Community College District #526; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to levy a tax to pay for such repairs or alterations upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05 percent per year for a period sufficient to finance such repairs and alteration; and

WHEREAS, Section 3-20-3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects to sell protection, health and safety bonds, not to exceed 4.5 million dollars, for such repairs or alterations and levy a tax sufficient to retire said outstanding bond issue over a period of years; and

WHEREAS, the Board has received reports from a licensed professional architect or engineer that there are the following projects at Lincoln Land Community College which require repair and alterations, as defined in ICCB Rule 1501.601; and

WHEREAS, the project recommended for repair and alteration is Sangamon, & Cass Mechanical Upgrades, in the amount of $239,000.

WHEREAS, the Board certifies this project meets the requirements of 805/3-20.3.01 of the Public Community College Act and is necessary for energy conservation, health or safety, environmental protection, or accessibility for the Disabled and is not a routine maintenance project.

NOW, be it resolved by the Board of Trustees of Lincoln Land Community College District #526, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.

2. The physical facilities described in the project set forth above require alterations or repairs and are necessary to remove a health or safety hazard to students, employees, or visitors of Lincoln Land Community College District #526.

3. There are not sufficient funds available in the Operation and Maintenance Fund of Lincoln Land Community College District #526 to complete the project set forth above.

4. The cost of the project set forth above, as determined in the certified estimate of a licensed architect or engineer, shall be financed in accordance with Recital C as stated above, in the total dollar amount of $239,000.

5. Note that Public Act 099-0655 effective July 1, 2016, eliminates the need to have locally funded projects approved by the ICCB. Once approval has been obtained from the LLCC Board the projects can be bid and the work commenced, and no application forms need to be submitted to ICCB.

Signature ________________________  Witness ____________________________
Chair of Board  Secretary of Board
IV. Information Items
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
      President

SUBJECT: Position Vacancies and Hires

DATE: October 19, 2022

POSITION VACANCIES

Classified
Accounting Technician, Disbursements (FT)
General Merchandise Technician (FT)
IT Trainer/Technical Writer (FT)
Mechanical Maintenance Technician (FT)
Program Assistant, PATH Program (FT)
Webstore Technician (FT)

Professional
Adult Education Coordinator (FT)
Application Developer I (FT)
Financial Aid Outreach Specialist (FT)
Network Administrator (FT)
Program Navigator, PATH Program (FT)
Staff Training and Development Coordinator (FT)
Student Success Coach I – 2 (FT)
Truck Driver Training Specialist (FT)

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

Faculty
Accounting & Business Instructor
Computer Science Instructor
Nursing Instructor
Practical Nursing Instructor, Hillsboro
Welding Instructor
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tim Cunningham</td>
<td>IT Project Manager</td>
<td>10/10/2022</td>
</tr>
<tr>
<td>Jennifer Roberts</td>
<td>Accounts Receivable/Collection Technician</td>
<td>10/17/2022</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: October 19, 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
Development of construction documents is underway.
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. We anticipate starting construction in Spring 2023 on breaks in the Academic Schedule.

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
Development of construction documents is 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 complete.
LLCC/Memorial Nursing Education Partnership Gift

**Nursing Renovation at Montgomery Hall**
This project is substantially complete. We are awaiting closeout documents.

**Capital Renewal**

**Renovate and Expand Student Services (CDB Managed)**
CDB intends to release bid documents on October 19th to contractors and open bids on November 16th.

**Restricted O & M**

**Renovate Millennium and Lower-level Sangamon**
The project is under way.

**Foundation**

**Kreher Greenhouse – (Informational Item)**
The project is under way.

**EDA Cares Act Grant**

**Renovate and Expand Campus Training Facilities**
We are reviewing grant requirements to better understand the architect-engineering services selection process. We anticipate this project will be completed in phases to minimize impact to college activities.

- Phase 1 Diesel Tech
- Phase 2 TDT Expansion
- Phase 3 Storage Building
- Phase 4 Logan Hall

**Illinois Green Economy Network (IGEN) Project**

**Jacksonville Interior Lighting Upgrades**
Development of construction documents is underway.
<table>
<thead>
<tr>
<th>AGENDA MASTER CALENDAR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NOVEMBER 2022</strong></td>
</tr>
<tr>
<td>• Financial Audit Review</td>
</tr>
<tr>
<td>• Board Meeting 11/16/22</td>
</tr>
<tr>
<td><strong>DECEMBER 2022</strong></td>
</tr>
<tr>
<td>• Adopt CY22 Property Tax Levy</td>
</tr>
<tr>
<td>• Board Meeting 12/12/22</td>
</tr>
<tr>
<td><strong>JANUARY 2023</strong></td>
</tr>
<tr>
<td>• Spring Adjunct Faculty Listing</td>
</tr>
<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>
</tr>
<tr>
<td>• Board Meeting 2/22/23</td>
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<tr>
<td><strong>MARCH 2023</strong></td>
</tr>
<tr>
<td>• Administrative Positions</td>
</tr>
<tr>
<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 New Trustees/Board Reorganization</td>
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<tr>
<td>• Seating of Student Trustee</td>
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<tr>
<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>
</tr>
<tr>
<td>• Employee Recognition</td>
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<tr>
<td>• Commencement 5/12/23</td>
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<tr>
<td>• Board Meeting 5/24/23</td>
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<tr>
<td><strong>JUNE 2023</strong></td>
</tr>
<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>
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<tr>
<td>• FY23 Tentative Budget</td>
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<tr>
<td>• Board Meeting 7/26/23</td>
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<tr>
<td><strong>AUGUST 2023</strong></td>
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<tr>
<td>• Board Meeting 8/23/23</td>
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<tr>
<td><strong>SEPTEMBER 2023</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 9/27/23</td>
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<tr>
<td><strong>OCTOBER 2023</strong></td>
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<tr>
<td>• PHS Projects</td>
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<tr>
<td>• Board Meeting 10/25/23</td>
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V. Strategic Discussion