I. Preliminary Matters
   A. Roll Call
   B. Pledge of Allegiance
   C. Adoption of Agenda of the November 16, 2022 Meeting
   D. Introductions and Recognitions
   E. Hearing of Citizens

II. Consent Agenda
   A. Approval of Minutes of the Regular Meeting of October 19, 2022
   B. Ratify Payments of Cash Disbursements for October and the October 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. Electric Vehicle
      2. Electrical Circuit Trainer for Aviation
      3. AV equipment for LLCC Litchfield Auditorium
      4. Video equipment for Student Union
      5. Video equipment for Trutter
   F. Contracts/Agreements
   G. Monthly Grant Status Report
   H. Facility Leases
   I. Construction Items
   J. Other Items

III. Action Agenda
   A. Policies
   B. Academic Services Division Items
   C. Student Services Division Items
   D. Administrative Services Division Items
      1. FY2022 External Audit
   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

A. Embedded Support Project

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
II. Consent Agenda
The regular meeting of the Board of Trustees of Lincoln Land Community College, Illinois Community College District #526 was held on Wednesday, October 19, 2022 at 5:30 p.m. at LLCC – Taylorville, 800 South Spresser with Chairman Elmore presiding.

I. Preliminary Matters

A. Roll Call

Members present were Dr. Davis, Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Mr. Harris-Patel, Mr. Holaway, Ms. Raymond, and Mr. Rosenthal.

B. Pledge of Allegiance

Ms. Raymond led the audience in the pledge of allegiance.

C. Adoption of Agenda of the October 19, 2022 Meeting

MOTION NO. 10-19-22-1:

Ms. Raymond moved to adopt the agenda of the October 19, 2022, meeting. Dr. Davis seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Mr. Harris-Patel (advisory), Mr. Holaway, Ms. Raymond, and Mr. Rosenthal. PASSED

D. Introductions and Recognition

Dee Krueger, Director, LLCC – Taylorville welcomed the Board and provided a brief overview of LLCC – Taylorville operations.

Yugi Lee, Student Government Association President introduced herself to the board.

E. Hearing of Citizens - None
II. Consent Agenda

MOTION NO. 10-19-22-2:

Mr. Gates moved to:

- approve the minutes of the regular meeting of September 28, 2022;
- 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;
- ratify out-of-state travel;
- approve out-of-state travel;
- 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;
- approve Truck Centers, Inc. to provide a 2023 Freightliner semi-tractor to LLCC with a total commitment of $131,002 and approve Arrow Trailer and Equipment Company to provide a 2023 Box Van Trailer to LLCC with a total commitment of $53,000, in accordance with the terms, conditions and specifications of Invitation to Bid #FY2023-03;
- approve the purchase of a Toro Groundsmaster 7210 and snow package with a total commitment of $48,941.58;
- 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;
- approve the clinical site agreement with Fort Jesse Imaging and the articulation agreement with Illinois Wesleyan University;
- approve the one-year agreement for the E2E Advising at a total cost of $31,500;
- ratify the Economic Development Administration Grant and recipient share in the amount of $6,244,746;
- ratify the change orders in the amount of ($12,597.53) for the Wayfinding Phase 2 project as presented;
- ratify the change orders in the amount of $2,594.64 for the Renovation of Microbiology Lab in Sangamon 2313 project as presented;
- approve the Jacksonville Interior Lighting Upgrades project at LLCC – Jacksonville;

Mr. Holaway seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Mr. Harris-Patel (advisory), Mr. Holaway, Ms. Raymond, and Mr. Rosenthal. PASSED

III. Action Agenda

   A. Policies

       1. Revisions to Board Policy 6.4 – Purchasing/Contracts
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 NO. 10-19-22-3:

Mr. Gates moved to approve the revisions to Board Policy 6.4 – Purchasing/Contracts. Mr. Rosenthal seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Mr. Harris-Patel (advisory), Mr. Holaway, Ms. Raymond, and Mr. Rosenthal. PASSED

B. Academic Services Division Items - None

C. Student Services Division Items – None

D. Administrative Services Division Items

1. Approval of FY23 Protection, Health, and Safety Projects

Attached is 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 Sangamon/Menard. Upgrade and add lighting to walkway between Sangamon/CDC. Install new sidewalk lighting east of Cass. Last phase to complete parking lot lighting 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. Stripe main drive with thermoplastic paint for longer wear. Replace all traffic control signage identified during wayfinding study. Repair main drive surface as 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>
<tr>
<td>Total PHS Projects</td>
<td>$1,755,764</td>
</tr>
</tbody>
</table>

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.
MOTION NO. 10-19-22-4:

Mr. Rosenthal moved to approve the resolutions authorizing the listed projects to be undertaken as Protection, Health, and Safety (PHS) projects for Fiscal year 2023. Dr. Davis seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Mr. Harris-Patel (advisory), Mr. Holaway, Ms. Raymond, and Mr. Rosenthal. PASSED

E. Information Technology Items – None

F. Executive Division Items - None

IV. Information Items

A. Staff Reports

1. Academic Services - None

2. Student Services – None

3. Administrative Services

   a. Position Vacancies and Hires

   The item has been updated.

   b. Construction Progress Update

   The Kreher Building project is now complete.


4. Information Technology – None

5. Executive Division

   a. Review of Agenda Master Calendar

B. President’s Report

LLCC has been awarded an Early Childhood Access Consortium for Equity grant of nearly $650,000 to help current or former early childhood education workers in earning credentials, certificates, and degrees. We are adding classes and have hired an early childhood education advocate to assist students. Students may also qualify for a scholarship that covers the total cost of attendance if they are pursuing an additional degree or certificate in the field.
The Commission on Accreditation for Respiratory Care has notified us that our Respiratory Care program has again met or exceeded all required outcome measures and is in ongoing compliance with accreditation standards.

Faculty and staff gathered for Campus Assessment Day Oct. 7 to hear from Dr. Tom Bordenkircher, vice president with the Higher Learning Commission, who outlined the accreditation process. We held an assessment fair with 15 table displays by various departments on ways they assess the effectiveness of their work. Departments then worked on assessments of the previous year and plans to move forward with action based on assessment.

Congratulations to Matt Blomquist, LLCC adjunct and dual credit instructor of construction, and Taylorville High School building trades teacher, who recently won a national teaching award — the 2022 Harbor Freight Tools for Schools Prize for Teaching Excellence. Laurel Bretz, assistant vice president of continuing, corporate, and professional education, and Nancy Sweet, dean of the Workforce Institute, recently earned Doctor of Education degrees with a focus on higher education administration from Bradley University.

Kyla Kruse, director of communications, was named the 2022 Communicator of the Year for District 3 of the National Council for Marketing and Public Relations, which covers five Midwestern states and a Canadian province.

Dr. Bailey Shaw, professor of English, wrote a chapter in the soon-to-be published book, “#MeToo and Modernism.”

Dr. Colin Suchland, professor of sociology, and Tiffany-Anne Elliott, academic support programs coordinator, presented on LLCC’s pilot embedded tutoring program at the Assessment Institute in Indianapolis.

Julie Clevenger, executive director, Center for Academic Success, and Jamie McCoy, workforce development and health care program coordinator, presented on supporting health care students at the National College Learning Center Association conference in Reston, Virginia.

We held our 18th annual Multicultural Fest with ethnic food, music and displays Oct. 12 on the Springfield campus. LLCC-Taylorville sponsored festivities the same day; Jacksonville’s was yesterday, and Litchfield’s is coming up Oct. 27.

Campus Visit Day held on Oct. 10 attracted 313 visitors on the Springfield campus with several attending at outreach centers.

This month, we are focused on helping prospective and current students fill out their FAFSA forms for federal financial aid. LLCC-Taylorville will host a FAFSA completion event tomorrow from 3-6 p.m. We are holding similar events at Springfield high schools and on campus, in Jacksonville and Litchfield.

Throughout the month of October, we are presenting information about domestic violence with programs and activities.

Regan Deering, candidate for US representative for Illinois, visited campus on Monday.
C. Report from Faculty Senate - None

D. Report from Faculty Association - None

E. Report from Classified Staff – None

F. Report from Professional Staff - None

G. Report from Facilities Services Council - None

H. Chairman’s Report - None

I. Secretary’s Report

Ms. Raymond reported on the ICCTA meeting that she attended in September where they discussed potential legislative initiatives, including the exclusion of for-profit institutions from the Illinois Monetary Award Program. Dr. Warren served as a panelist at the workforce development seminar. The next ICCTA meeting will be held next month in Downers Grove.

J. Foundation Report

Ms. Sanders had no report but did say that the LLCC Foundation announced the 2022-2023 scholarship recipients today.

K. Other Board Members’ Reports - None

V. Strategic Discussion

VI. Executive Session

**MOTION NO. 10-19-22-5:**

Dr. Davis moved to hold an executive session for the purposes of discussing personnel matters and pending/imminent legal matters. Mr. Gates seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Mr. Harris-Patel (advisory), Mr. Holaway, and Mr. Rosenthal. PASSED

**MOTION NO. 10-19-22-6:**

Mr. Fulgenzi moved to return to open session at 6:26 p.m. Ms. Raymond seconded.

Those members voting aye were Dr. Davis, Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Mr. Harris-Patel (advisory), Mr. Holaway, and Mr. Rosenthal. PASSED
VII. Actions from Executive Session

MOTION NO. 10-19-22-7:

Ms. Raymond moved to approve the attached personnel matters. Dr. Davis seconded.

Upon roll call vote, those members voting aye were. Dr. Davis, Mr. Elmore, Mr. Fulgenzi, Mr. Gates, Mr. Harris-Patel (advisory), Mr. Holaway, and Mr. Rosenthal. PASSED

Upon inquiry from trustees, Attorney Cross commented on social media use considerations by elected officials.

VIII. Adjournment

There being no further business before the Board, the meeting adjourned at 6:50 p.m.

____________________________________
Chairman Elmore

____________________________________
Secretary Raymond
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.
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]
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.
Resolution 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.
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.
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]
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren  
President

SUBJECT: Personnel Matters

DATE: October 19, 2022

We recommend the following personnel actions:

**FACULTY**

A. Approve the one-semester, temporary appointment of Elizabeth Fines Workman as Communication Instructor. Elizabeth received her Master of Arts degree in Communication Studies from Southern Illinois University at Carbondale. She has been an adjunct instructor at LLCC since Fall of 2017. Her employment will be effective January 9, 2023, with placement on Masters, Step 5 of the 2022-2023 faculty salary schedule.

**ADMINISTRATOR**

A. Approve the employment of Roslyn Simmons-Lindsay as Director, PATH Program, pending successful completion of a criminal background check and drug screen. Roslyn received her Master of Science degree in Human Services from University of Illinois at Springfield. Her employment will be effective November 1, 2022, with placement in salary grade K.

B. Approve a 5% adjustment to the base salary of Candace Silas, Director of Open-Door Workforce Equity Initiative. This is a grant-funded position and placement is in salary grade K. This adjustment will be effective November 1, 2022.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

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

DATE: November 16, 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 October, 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 October 2022, and ratify the October 31, 2022, Treasurer’s Report.
MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Out-of-State Travel
DATE: November 16, 2022

<table>
<thead>
<tr>
<th>Name</th>
<th>Meeting</th>
<th>Location</th>
<th>Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warren, Charlotte</td>
<td>AACC Workforce Development Institute</td>
<td>Indian Wells, CA</td>
<td>Professional Development</td>
<td>$3,600</td>
</tr>
<tr>
<td>Harmon, Bill Bauman,</td>
<td>Ireland Agriculture Trip</td>
<td>Dublin, Cork, Galway,</td>
<td>Club Travel</td>
<td>$110,035*</td>
</tr>
<tr>
<td>Holly &amp; 28 students</td>
<td></td>
<td>Ireland</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harmon, Bill</td>
<td>Ag Club Ski Trip</td>
<td>Portage, WI</td>
<td>Club Travel</td>
<td>$3,088**</td>
</tr>
<tr>
<td>&amp; 9 students</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*$42,000 paid by students, $68,035 paid with Kreher funds

**$2,038 paid by students, $1,050 paid with Club funds
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Electric Vehicle

DATE: November 16, 2022

The college recently sought Invitations to Bid for either a new electric Ford F150 Lightning truck or a Mustang Mach-E GT. This vehicle will be used as a hands-on learning tool in the College’s Automotive Technology department. A summary of the bids received is below.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Product</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob Ridings Ford</td>
<td>F150 Lightning</td>
<td>$55,709</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.

The following companies were mailed an Invitation to Bid, but chose not to respond: Anderson Ford Mercury, Clinton; B&B Motors, Havana; Landmark Ford East, Springfield; Leman Ford, Bloomington; O’Brien Ford, Peoria; Jackson Ford, Decatur; Jim Xamis Ford Lincoln Mercury, Lincoln; Landmark Ford, Springfield; Morrow Brothers Ford, Greenfield; Roland Rich Ford Mercury, Delavan; Victory Lane Ford Mercury, Litchfield.

Budget Impact:
- Total Funds Requested: $55,709
- Source of Funds: FY24 Perkins
- Projected Revenue: N/A
- Projected Savings: N/A

Student Learning Impact:
How will proposed agenda item impact student learning?
Students will be provided a new, state-of-the-art electric vehicle that will be similar to an electric vehicle they may encounter upon completion of their training program.

**How will proposed agenda item be measured?**

N/A

**MOTION:** Move to approve the purchase of a 2023 Ford F150 Lightning truck from Bob Ridings Ford with a total commitment of $55,709, in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2023-04.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Electrical Circuit Trainer for Aviation

DATE: November 16, 2022

The Aviation program seeks approval to purchase an electrical circuit training board from Avotek. This board utilizes actual components found on common aircraft and has the ability to induce circuit faults. These faults will closely simulate problems students will encounter working in the industry. An additional benefit of these circuit trainers is that they can be used for multiple courses within the program.

This purchase was not competitively bid and was completed using a sole source procurement approach. Avotek was the only known vendor that offers the features we need to fully support our classroom teaching efforts.

Budget Impact:
Total Funds Requested: $42,083
Source of Funds: FY23 Perkins
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 electric systems training board that will simulate real-world challenges they'll face working in the industry.

How will proposed agenda item be measured?
N/A

MOTION: Move to approve the purchase of a new electrical system training board from Avotek with a total commitment of $42,083.
MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Audiovisual Equipment Upgrades for LLCC Litchfield Auditorium
DATE: November 16, 2022

Board approval is requested to upgrade AV equipment for the LLCC Litchfield auditorium. The AV upgrade includes the purchase and installation of AV equipment. This will use the existing speaker system and projection. The upgrades will include wireless microphones, core audio components, control system, video switching, and the addition of conferencing capabilities.

Budget Impact:
Total Funds Requested: $45,000
Source of Funds: HEERF
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 via AV equipment.

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 AV equipment upgrade for LLCC Litchfield auditorium at an approximate cost of $45,000.
MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
      President
SUBJECT: Purchase and Installation of Video Conference Equipment for the Student Union
DATE: November 16, 2022

Board approval is requested for the purchase and installation of new video conference equipment for the Student Union. This space will utilize the existing audio system and will add four 75-inch flat panel displays mounted throughout the space, four HDMI inputs, one wireless presentation device, one HDMI output wall plate, one new 20x pan/tilt/zoom cameras, and one new wireless Catchbox.

The existing wireless microphones, speakers, amplifiers, rack, and power distribution will be reused. This will utilize one existing USB connection for any laptop to connect and bring the room microphone and camera in to be used on Teams or Zoom.

Budget Impact:
Total Funds Requested: $54,500
Source of Funds: HEERF
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 via video conference sessions.

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 and installation of video conference equipment for the Student Union at an approximate cost of $54,500.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Purchase and Installation of Video Conference Equipment for the Trutter Center

DATE: November 16, 2022

Board approval is requested for the purchase and installation of new video conference equipment for the Trutter Center. This divisible space will utilize the existing audio system and will add two new 5,200 lumen WUXGA laser projectors, one new 12x pan/tilt/zoom camera, one additional 7-inch touch panel, two ceiling mounted multi-element microphones.

The existing wireless microphones, speakers, amplifiers, rack, and power distribution will be reused. This will utilize one existing USB connection for any laptop to connect and bring the room microphone and camera in to be used on Teams or Zoom.

Budget Impact:
Total Funds Requested: $51,500
Source of Funds: HEERF
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 via video conference sessions.

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 and installation of video conference equipment for the Trutter Center at an approximate cost of $51,500.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
      President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: November 16, 2022

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

The Community Education Department has entered into an agreement with the Girl Scouts New Berlin Brownie Troop 6032 to provide a Healthy Treats Culinary Class. The class will be held on campus in November.

LLCC has entered into a contract with the Non-Denominational Bible Group to allow the group to use space at the LLCC Jacksonville location for several dates in October. The space will be used free of charge.

The Health Professions Department seeks approval to enter into a clinical affiliation agreement with Memorial Health System for students enrolled in the College’s Health Professions Programs. Memorial Health System has facilities suitable for the educational needs of the students.

The Health Professions Department seeks approval to enter into a clinical affiliation agreement with OSF Healthcare System for students enrolled in the College’s Health Professions Programs. OSF Healthcare System has facilities suitable for the educational needs of the students.

MOTION: Move to approve the clinical affiliation agreement with Memorial Health System and the clinical affiliation agreement with OSF Healthcare System.
## 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>Culinary Contract with New Berlin Brownie Troop 6032</td>
<td>The Community Education Department has entered into an agreement with the Girl Scouts New Berlin Brownie Troop 6032 to provide a Healthy Treats Culinary Class. The class will be held on campus in November.</td>
<td>New Berlin Brownie Troop 6032</td>
<td>Community Education/ Youth Enrichment Services</td>
<td>$350</td>
<td>November 7, 2022</td>
</tr>
<tr>
<td>Facilities Usage Agreement with Non-Denominational Bible Group</td>
<td>LLCC has entered into a contract with the Non-Denominational Bible Group to allow the Group to use space at the LLCC Jacksonville location for several dates in October. The space will be used free of charge.</td>
<td>Non-Denominational Bible Group</td>
<td>LLCC</td>
<td>$0</td>
<td>October, 2022</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTALS</td>
<td></td>
<td>$350</td>
<td></td>
</tr>
</tbody>
</table>

## 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>Clinical Affiliation Agreement with Memorial Health System</td>
<td>The Health Professions Department seeks approval to enter into a clinical affiliation agreement with Memorial Health System for students enrolled in the College’s Health Professions Programs. Memorial Health System has facilities suitable for the educational needs of the students.</td>
<td>Memorial Health System</td>
<td>Health Professions</td>
<td>January 1, 2023 through Indefinite</td>
</tr>
<tr>
<td>Clinical Affiliation Agreement with OSF Healthcare System</td>
<td>The Health Professions Department seeks approval to enter into a clinical affiliation agreement with OSF Healthcare System for students enrolled in the College’s Health Professions Programs. OSF Healthcare System has facilities suitable for the educational needs of the students.</td>
<td>OSF Healthcare System</td>
<td>Health Professions</td>
<td>June 1, 2023 through Indefinite</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: November 16, 2022

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

The Adult Education Department seeks ratification for the application for the 2023 Innovative Bridge and Transition Program Grant. If awarded the funds will be used to support the creation and expansion of Adult Education Bridge Programming for LLCC students.

The Health Professions Department seeks ratifications for three applications for the Nurse Educator Fellowship Grant. Three LLCC faculty applied for awards. If awarded, the faculty members will be awarded stipends to assist them with their educational and teaching goals.

The Academic Services Division seeks ratification for the application for the Illinois Support for the Creation of Open Education Resources Grant. If awarded, the funds will be used to support LLCC staff in the creation of Open Education Resources for the Human Nutrition Course.

The Student Services Division seeks ratification for the award of the FY2023 Workforce Equity Initiative Program Grant. The funds will be used to continue to support underrepresented populations achieve certificates in short-term workforce programs.

MOTION: Move to ratify the application for the 2023 Innovative Bridge and Transition Program Grant in the amount of $398,948, the Nurse Educator Fellowship Grant Applications in the amount of $30,000, the application for the Illinois Support for the Creation of Open Education Resources Grant in the amount of $59,895 and the award of the FY2023 Workforce Equity Initiative Program Grant in the amount of $1,200,000.
## GRANT SUMMARY
### November 2022

<table>
<thead>
<tr>
<th>Grant Title</th>
<th>Brief Description</th>
<th>Grantor</th>
<th>LLCC Department / Program</th>
<th>LLCC Total Monetary Request</th>
<th>LLCC Match</th>
<th>Submitted</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2023 Innovative Bridge and Transition Program Grant</strong></td>
<td>The Adult Education Department seeks ratification for the application for the 2023 Innovative Bridge and Transition Program Grant. If awarded, the funds will be used to support the creation and expansion of Adult Education Bridge Programming for LLCC students.</td>
<td>Illinois Community College Board</td>
<td>Adult Education</td>
<td>$398,948</td>
<td>$0</td>
<td>Yes</td>
<td>January 1, 2023 through December 31, 2023</td>
</tr>
<tr>
<td><strong>2023 Nurse Educator Fellowship Grant</strong></td>
<td>The Health Professions Department seeks ratifications for three applications for the Nurse Educator Fellowship Grant. Three LLCC faculty applied for awards. If awarded, the faculty members will be awarded stipends to assist them with their educational and teaching goals.</td>
<td>Illinois Board of Higher Education</td>
<td>Health Professions</td>
<td>$30,000</td>
<td>$0</td>
<td>Yes</td>
<td>November 1, 2022 through June 30, 2023</td>
</tr>
<tr>
<td><strong>Illinois Support for the Creation of Open Education Resources Grant</strong></td>
<td>The Academic Services Division seeks ratification for the application for the Illinois Support for the Creation of Open Education Resources Grant. If awarded, the funds will be used to support LLCC staff in the creation of Open Education Resources for the Human Nutrition Course.</td>
<td>University of Illinois CARLI</td>
<td>Academic Services</td>
<td>$59,895</td>
<td>$0</td>
<td>Yes</td>
<td>January 1, 2023 through May 31, 2025</td>
</tr>
<tr>
<td><strong>FY2023 Workforce Equity Initiative Program Grant</strong></td>
<td>The Student Services Division seeks ratification for the award of the FY2023 Workforce Equity Initiative Program Grant. The funds will be used to continue to support underrepresented populations achieve certificates in short-term workforce programs.</td>
<td>Illinois Community College Board</td>
<td>Student Services</td>
<td>$1,200,000</td>
<td>$0</td>
<td>Yes</td>
<td>July 1, 2022 through June 30, 2023</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td>$1,688,843</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
III. Action Agenda
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: FY 2022 External Audit

DATE: November 16, 2022

The FY 2022 Comprehensive Annual Financial Report (CAFR), including advisory comments, is included as a separate attachment for your review. CliftonLarsonAllen, LLP performed the audit for the second year of their five-year contract. A member of the auditing firm will be available for questions during the meeting.

Annual Comprehensive Audit and Single Audit Report
Lincoln Land Community College has once again received an unqualified or “clean” opinion on the entire audit. As stated on page one of the Audit Report:

“In our opinion, based on our audit and the report of other auditors, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the discretely presented component unit of the College, as of June 30, 2022 and 2021, and the respective changes in financial position and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America”.

The College’s basic financial statements are designed to emulate corporate presentation, whereby all the College’s activities are consolidated into one total. Following the basic financial statements are the supplementary financial statements, which provide greater detail. Subsequently, the audit deals with compliance with Illinois Community College Board requirements on restricted grants and enrollment reports. The Single Audit report is also presented with information on federal awards.

This year’s audit resulted in no findings for the Annual Comprehensive Financial Report. The Single Audit did identify a significant deficiency but was not considered a material weakness. This finding has been reviewed and corrected.
Once again, this year the college will be submitting its financial information to the National Association of School Business Officials for the Certificate of Excellence in Financial Reporting. A Certificate of Excellence Award has been awarded to the College since its first submission in 2001.

**Advisory Comments/Management Letter**
A separate document labeled as “Advisory Comments” commonly referred to as the management letter is provided by CliftonLarsonAllen for the purpose “...to improve the internal control structure or result in other operating efficiencies.” In other words, they are providing suggestions that they feel might improve our management of fiscal operations and not identifying reportable conditions or material weaknesses.

I would like to mention that during the exit conference, personnel with CliftonLarsonAllen were very complimentary of our staff and were appreciative of their cooperation and professionalism. I would like to thank everyone for the hard work that has resulted in another clean audit.

**MOTION: Move to approve the Fiscal Year 2022 and 2021 Annual Comprehensive Financial Report, Fiscal Year 2022 Single Audit Report and SAS 114 Letter.**
IV. Information Items
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: November 16, 2022

POSITION VACANCIES

Classified
Accounting Technician, Disbursements (FT)
General Merchandise Technician (FT)
IT Trainer/Technical Writer (FT)
Library Assistant (PT)
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)
Truck Driver Training Specialist (FT)

Administrator
Director, Student Success (FT)
Program Director, Industrial Maintenance and Electrical (FT)

Faculty
Accounting & Business Instructor
Biology Instructor
Computer Science Instructor
Integrated Media Design Instructor
Nursing Instructor
Practical Nursing Instructor, Hillsboro
Welding Instructor

AGENDA ITEM IV.A.3.a
<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scott Ebbing</td>
<td>Library Systems and Data Manager</td>
<td>09/01/2022</td>
</tr>
<tr>
<td>Bobette Henry</td>
<td>Research &amp; Analytics Associate III</td>
<td>10/01/2022</td>
</tr>
<tr>
<td>Katrina Quattlander</td>
<td>Library Circulation &amp; Engagement Coordinator</td>
<td>09/01/2022</td>
</tr>
<tr>
<td>Cindy Daugherty</td>
<td>Writing Center Specialist</td>
<td>12/16/2022</td>
</tr>
<tr>
<td>Andrea DeRosa</td>
<td>Financial Aid Advisor</td>
<td>11/04/2022</td>
</tr>
<tr>
<td>Kyle Roughan</td>
<td>Student Engagement Coordinator</td>
<td>11/04/2022</td>
</tr>
<tr>
<td>Caitlin Davis</td>
<td>Student Success Coach I</td>
<td>11/01/2022</td>
</tr>
<tr>
<td>Morgan Lord</td>
<td>Student Success Coach I</td>
<td>11/07/2022</td>
</tr>
<tr>
<td>Tashawn Reeves</td>
<td>Mechanical Maintenance Technician</td>
<td>11/01/2022</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: November 16, 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 complete.

Security Camera Updates Phase 2
The project is under way. Due to long lead times for cameras, we anticipate work to be complete in December 2022.

Water Infiltration Remediation Main Campus Phase 2
The project is under way. Due to long lead times for doors, we anticipate work to start in Spring 2023.

Wayfinding Phase 2
This project is substantially complete. We are awaiting completion of punchlist 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.
PHS Projects – FY23

**Main Campus Exterior Lighting Upgrade Phase 3**
Development of construction documents is underway.

**Main Campus Parking Lot, Drives & Signage**
Development of construction documents is underway.

**Door Access & Security Alarm Upgrades**
We combined the “Medical District Exterior Door & Security Alarm Upgrades" and the "Menard Hall Secure Access" projects. Development of construction documents is underway.

**Sangamon Hall Dust Collection & Gas Safety**
Development of construction documents is underway.

**Sangamon & Cass Mechanical 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 Cass Gym Doors**
Project consists of Active Learning upgrades at Sangamon 2309. 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 during 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, rescaling, striping, and curb work on the main campus in various lots are all a part of this scope. Development of construction documents is underway. We anticipate bidding in Spring 2023 and construction to start in Summer 2023.
Deferred Maintenance Capital Project (CDB Managed)

Generators for South Side of Main Campus
The project is under way. Due to long lead times for two of the three generators, we anticipate a portion of the work (at CDC and Logan) to be complete before the end of 2022. The generator at Montgomery Hall has a delivery date (that is anticipated to be) in late Spring 2023.

Exterior Door Security Upgrades
Development of construction documents is underway. CDB will set the schedule for bidding and project award (anticipated to be in Spring 2023).

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 released bid documents on October 19th to contractors and will submit bids to CDB for a November 19th bid opening.

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 received RFQ’s for A/E services on November 9th and anticipate selecting and A/E team to work with immediately. We anticipate this project will be completed in phases to minimize impact on college activities.
- Phase 1 Diesel Tech
- Phase 2 TDT Expansion, Storage Building, Logan Hall

Illinois Green Economy Network (IGEN) Project

Jacksonville Interior Lighting Upgrades
Development of construction documents is underway.
<table>
<thead>
<tr>
<th>DECEMBER 2022</th>
<th>JANUARY 2023</th>
<th>FEBRUARY 2023</th>
<th>MARCH 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Adopt CY22 Property Tax Levy</td>
<td>• Spring Adjunct Faculty Listing</td>
<td>• Sabbatical Leaves</td>
<td>• Administrative Positions</td>
</tr>
<tr>
<td>• Board Meeting 12/12/22</td>
<td>• General Obligation Alternate Bond Levy Abatement</td>
<td>• Approval of Faculty Positions</td>
<td>• Board Meeting 3/22/23</td>
</tr>
<tr>
<td></td>
<td>• Board Meeting 1/25/23</td>
<td>• Faculty Tenure &amp; Continuing Employment Recommendations</td>
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<td>• Board Meeting 2/22/23</td>
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<tr>
<td>• Seating of New Trustees/Board Reorganization</td>
<td>• Employee Recognition</td>
<td>• Summer Adjunct Faculty Listing</td>
<td>• FY23 Tentative Budget</td>
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<tr>
<td>• Seating of Student Trustee</td>
<td>• Commencement 5/12/23</td>
<td>• Budget Workshop</td>
<td>• Board Meeting 7/26/23</td>
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<td>• Foundation Gala 4/29/23</td>
<td>• Board Meeting 5/24/23</td>
<td>• Board Meeting 6/28/23</td>
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<td>• Student Recognition</td>
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<td>• Board Meeting 4/26/23</td>
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<td>AUGUST 2023</td>
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<tr>
<td>• Board Meeting 8/23/23</td>
<td>• Budget Adoption/Public Hearing</td>
<td>• PHS Projects</td>
<td>• Financial Audit Review</td>
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<td>• Fall Adjunct Faculty Listing</td>
<td>• Board Meeting 10/25/23</td>
<td>• Board Meeting 11/15/23</td>
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<td>• Board Meeting 9/27/23</td>
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V. Strategic Discussion
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
       President

SUBJECT: Embedded Support Project

DATE: November 16, 2022

Joel Dykstra, Dean English & Humanities and Colin Suchland, Professor, Sociology will discuss their project to bring embedded support from the Writing Center to students in the sociology classroom.