LLCC Board of Trustees Regular Meeting

December 12, 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 December 12, 2022 Meeting
   D. Regular Board Meeting Dates from January 2023 through December 2023
   E. Introductions and Recognitions
   F. Hearing of Citizens

II. Consent Agenda
   A. Approval of Minutes of the Regular Meeting of November 16, 2022 & Approval of Minutes of the Special Meeting of December 5, 2022
   B. Ratify Payments of Cash Disbursements for November and the November 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. Piranha P-65 Ironworker
      2. Athletic Travel to Florida
   F. Contracts/Agreements
      2. Three-Year PeopleAdmin System Subscription and Support Services Contract
   G. Monthly Grant Status Report
   H. Facility Leases
   I. Construction Items
      1. Selection of Architectural Firm for Workforce Training Facilities Expansion and Renovation – Phase 1 Diesel Tech Lab
      2. Jacksonville Interior Lighting Upgrades Project – Contractor Recommendation
      3. Selection of Engineering Firm for Main Campus Parking Lot, Drives & Signage
   J. Other Items
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B. Academic Services Division Items
   1. Curriculum Changes
C. Student Services Division Items
D. Administrative Services Division Items
   1. Establishment of 2022 Tax Levy
   2. Tax Abatement Agreement for Legacy Pointe Development
E. Information Technology Items
F. Executive Division Items

IV. Information Items

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   2. Student Services
   3. Administrative Services
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      b. Construction Progress Update
   4. Information Technology
   5. Executive Division
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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
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I. Secretary’s Report
J. Foundation Report
K. Other Board Members’ Reports

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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: Regular Board Meeting Dates from January 2023 through December 2023

DATE: December 12, 2022

In accordance with Section 2.02 of the Open Meetings Act, the Board has adopted a schedule for regular meetings at the beginning of each calendar year.

The Board traditionally meets on the fourth Wednesday of each month, except during the month of November and December. I am requesting that we hold the November 2023 meeting on Wednesday, November 15 and the December 2023 meeting on Monday, December 11. Some meetings may be held at off-campus locations.

Except for any off-campus meetings, all regular meetings of the Board shall commence at 5:15 p.m. in the Robert H. Stephens Room.

MOTION: Move to approve the schedule of meetings from January 2023 through December 2023 as the fourth Wednesday of each month, except for November, which will be held on November 15 and December, which will be held on Monday, December 11. Except for any off-campus meetings, all regular meetings of the Board shall commence at 5:15 p.m. in the Robert H. Stephens Room of Menard Hall, 5250 Shepherd Road, Springfield, Illinois.
Il. Consent Agenda
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
       President

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

DATE: December 12, 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 November, 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 November 2022, and ratify the November 30, 2022, Treasurer's Report.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Out-of-State Travel

DATE: December 12, 2022

<table>
<thead>
<tr>
<th>Name</th>
<th>Meeting</th>
<th>Location</th>
<th>Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avendano, Lisa</td>
<td>New Mexico Higher Education Assessment &amp; Retention Conference</td>
<td>Albuquerque, NM</td>
<td>Professional Development</td>
<td>$1,519</td>
</tr>
<tr>
<td>Myers, Laurie</td>
<td>New Mexico Higher Education Assessment &amp; Retention Conference</td>
<td>Albuquerque, NM</td>
<td>Professional Development</td>
<td>$1,519</td>
</tr>
<tr>
<td>Dykstra, Joel</td>
<td>New Mexico Higher Education Assessment &amp; Retention Conference</td>
<td>Albuquerque, NM</td>
<td>Professional Development</td>
<td>$1,358</td>
</tr>
<tr>
<td>Sawah, Rihab</td>
<td>Instructional Skills Facilitator Development Workshop</td>
<td>Waterloo, ON, Canada</td>
<td>Professional Development</td>
<td>$2,201</td>
</tr>
<tr>
<td>Warren, Charlotte</td>
<td>ACCT National Legislative Summit</td>
<td>Washington, D.C.</td>
<td>Professional Development</td>
<td>$2,600</td>
</tr>
<tr>
<td>Name</td>
<td>Event</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>Davis, Vicki</td>
<td>ACCT National Legislative Summit</td>
<td>Washington, D.C.</td>
<td>Board Travel</td>
<td>$2,600</td>
</tr>
<tr>
<td>Parton, Rebecca</td>
<td>Instructional Tech. Council Annual E-Learning Conf.</td>
<td>Las Vegas, NV</td>
<td>Professional Development</td>
<td>$2,890</td>
</tr>
<tr>
<td>Beckmier, Craig + 13 students</td>
<td>Blue Dragon Classic</td>
<td>Hutchinson, KS</td>
<td>Livestock Judging Team Travel</td>
<td>$2,699</td>
</tr>
<tr>
<td>Beckmier, Craig + 10 students</td>
<td>Houston Livestock Show</td>
<td>Houston, TX</td>
<td>Livestock Judging Team Travel</td>
<td>$3,775</td>
</tr>
<tr>
<td>Beckmier, Craig + 10 students</td>
<td>San Antonio Livestock Show</td>
<td>San Antonio, TX</td>
<td>Livestock Judging Team Travel</td>
<td>$3,522</td>
</tr>
<tr>
<td>Beckmier, Craig + 22 students</td>
<td>Dixie National</td>
<td>Jackson, MS</td>
<td>Livestock Judging Team Travel</td>
<td>$2,834</td>
</tr>
<tr>
<td>Beckmier, Craig + 10 students</td>
<td>Cattleman’s Classic &amp; National Western</td>
<td>Oklahoma City, OK &amp; Denver, CO</td>
<td>Livestock Judging Team Travel</td>
<td>$5,754</td>
</tr>
<tr>
<td>Harris-Patel, Giles</td>
<td>ACCT National Legislative Summit</td>
<td>Washington, D.C.</td>
<td>Board Travel</td>
<td>$2,325</td>
</tr>
<tr>
<td>Bauer, Gillian &amp; 8 students</td>
<td>Phi Theta Kappa International Convention</td>
<td>Columbus, OH</td>
<td>Club Travel</td>
<td>$12,052</td>
</tr>
<tr>
<td>Sweet, Nancy</td>
<td>AACC Workforce Development Institute</td>
<td>Indian Wells, CA</td>
<td>Professional Development</td>
<td>$1,898</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Piranha P-65 Ironworker

DATE: December 12, 2022

The Agriculture and Welding programs seek approval to purchase a P-65 ironworker machine from Piranha. This purchase is a sole source purchase based on the required specifications for the class. Piranha was the only known vendor that offers the features LLCC needs to fully support our classroom teaching efforts.

Budget Impact:
- Total Funds Requested: $27,995
- 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 a new, state-of-the-art ironworker machine that they will likely encounter in their chosen fields.

- How will proposed agenda item be measured?
  N/A

MOTION: Move to approve the purchase of a P-65 ironworker machine from Piranha with a total commitment of $27,995.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Athletic Travel to Florida

DATE: December 12, 2022

The College issued an invitation to bid for transportation services for the baseball and softball teams’ Spring 2023 trip to Florida. The bids we received are summarized below:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timi’s Tours</td>
<td>$36,543</td>
</tr>
<tr>
<td>Peoria Charter</td>
<td>$43,130</td>
</tr>
<tr>
<td>Windstar Lines</td>
<td>$48,008</td>
</tr>
<tr>
<td>Bales Unlimited</td>
<td>$48,295</td>
</tr>
</tbody>
</table>

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Wednesday, November 9, 2022, edition of the State Journal Register.

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

Budget Impact:
- Total Funds Requested: $36,543
- Source of Funds: Operating Funds
- Projected Revenue: N/A
- Projected Savings: N/A

Student Learning Impact:
- How will proposed agenda item impact student learning?
  Our student-athletes and coaches will be provided safe and reliable transportation for their athletic events.

  How will proposed agenda item be measured?
  N/A

MOTION: Move to approve a purchase order to Timi’s Tours for transportation services at the total estimated cost of $36,543 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2023-06.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
       President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: December 12, 2022

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

The Student Services Division seeks ratification for a one-year renewal amendment with Parchment. Parchment provides electronic transcript services for the college.

LLCC has entered into a contract with the National Safety Council to allow the NSC to use space at LLCC - Jacksonville. The NSC will be using classroom space for 11 dates in January - April 2023.

The LLCC Continuing, Corporate and Professional Education Department seeks approval to partner with the Web Age Solutions to provide PowerBuilder courses to employees at the Illinois Department of Corrections. Approximately 24 employees will be trained.

MOTION: Move to ratify the one-year renewal amendment with Parchment and approve the training contract with the Illinois Department of Corrections in the amount of $30,000.
## 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>Facilities Usage Agreement with the National Safety Council</td>
<td>LLCC has entered into a contract with the National Safety Council to allow the NSC to use space at LLCC - Jacksonville. The NSC will be using classroom space for 11 dates in January-April 2023.</td>
<td>National Safety Council</td>
<td>LLCC</td>
<td>$330</td>
<td>January-April, 2023</td>
</tr>
<tr>
<td>Parchment Renewal Amendment</td>
<td>The Student Services Division seeks ratification for a one-year renewal amendment with Parchment. Parchment provides electronic transcript services for the college.</td>
<td>Parchment</td>
<td>Student Services</td>
<td>$33,000</td>
<td>December 2, 2022 through December 1, 2023</td>
</tr>
<tr>
<td>Illinois Department of Corrections</td>
<td>The LLCC Continuing, Corporate and Professional Education Department seeks approval to partner with Web Age Solutions to provide PowerBuilder courses to employees at the Illinois Department of Corrections. Approximately 24 employees will be trained.</td>
<td>Illinois Department of Corrections</td>
<td>Continuing, Corporate and Professional Educations</td>
<td>$30,000</td>
<td>January 9, 2023 to March 3, 2023</td>
</tr>
<tr>
<td><strong>TOTA</strong></td>
<td><strong>L</strong></td>
<td></td>
<td></td>
<td><strong>$63,330</strong></td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Three-Year PeopleAdmin System Subscription and Support Services Contract

DATE: December 12, 2022

Board approval is requested for a three-year subscription and support services contract for the PeopleAdmin Position Management System in the amount of $144,754.78. PeopleAdmin supports our employee recruiting and hiring process, applicant tracking, performance management and employee records.

A three-year contract offers a discounted annual escalation rate of 5%, yielding savings of $8,559.80 over the life of the contract. The current year-to-year contract annual escalation rate is 8%.

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>12 Month Contract (8% Escalation Rate)</th>
<th>36 Month Contract (5% Escalation Rate)</th>
<th>Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023</td>
<td>$47,226.03</td>
<td>$45,917.46</td>
<td>$1,308.57</td>
</tr>
<tr>
<td>2024</td>
<td>$51,004.11</td>
<td>$48,213.33</td>
<td>$2,790.78</td>
</tr>
<tr>
<td>2025</td>
<td>$55,084.44</td>
<td>$50,623.99</td>
<td>$4,460.45</td>
</tr>
<tr>
<td>Total</td>
<td>$153,314.58</td>
<td>$144,754.78</td>
<td>$8,559.80</td>
</tr>
</tbody>
</table>

Budget Impact:
- Total Funds Requested: $144,754.78
- Source of Funds: Operating Fund
- Projected Revenue: N/A
- Projected Savings: $8,559.80

Student Learning Impact:

How will proposed agenda item impact student learning?
PeopleAdmin system is critical to the personnel recruiting and hiring process, position and performance management and employee records.

How will proposed agenda item be measured?
The college will be able to continue to employ an effective recruiting and hiring, position and performance management and employee records tool.
MOTION: Move to approve the three-year subscription and support services contract for the PeopleAdmin System at a total cost of $144,754.78.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Selection of Architectural Firm for Workforce Training Facilities
Expansion and Renovation – Phase 1 Diesel Tech Lab

DATE: December 12, 2022

At the October 19, 2022, Board Meeting the Renovate and Expand Campus Training Facilities project was approved to make renovations to the Workforce Careers Center for Diesel Technology Program and building a new storage building to support the diesel mechanic lab, expansion of the truck driver training lot, and renovations in Logan Hall to upgrade and expand emergency medical services labs. Due to the need to have the Diesel Technology Lab in the Workforce Careers Center complete and ready for Fall 2023, we are removing the A/E Fees portion of the Diesel Technology Lab from the EDA CARES Act grant scope and will fund the design with restricted funds.

Berner Schober, Springfield, IL, has agreed to provide design services for the diesel lab portion of this project. They are proposing a fee of $51,200 to provide these services, which is within the fee structure range for a project of this scope and complexity. Per the 50 ILCS 510 Local Government Professional Services Selection Act, A/E firms can continue to be awarded contracts without bidding/QBS (qualifications-based selection) as long as there is a satisfactory relationship between said firm and LLCC.

Budget Impact:

| Total Funds Requested: | $51,200 |
| Source of Funds:      | Restricted |
| 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 accept the proposal from Berners Schober in the amount of $51,200 to provide design services for the Workforce Training Facilities Expansion and Renovation – Phase 1 Diesel Tech Lab Project.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Jacksonville Interior Lighting Upgrades Project – Contractor Recommendation

DATE: December 12, 2022

Sealed proposals were requested for the Jacksonville Interior Lighting Upgrades Project and were received at the Construction Manager’s Office on November 17th. The scope of the project includes upgrading all interior lighting to energy efficient LED fixtures, incorporating 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.

A tabulation of those proposals are as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Base Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>B&amp;B Electric, Inc.</td>
<td>$171,730</td>
</tr>
<tr>
<td>Springfield, IL</td>
<td></td>
</tr>
<tr>
<td>Senergy Electric, Inc.</td>
<td>$210,012</td>
</tr>
<tr>
<td>Williamsville, IL</td>
<td></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, October 30, 2022, edition of the State Journal Register.

This project’s budget was originally approved on October 19, 2022, at $183,072 funded with IGEN Grant and Excess Projection, Health, and Safety. The bids received came in slightly higher than originally anticipated due to ongoing inflation. The project has exceeded the original budget as follows:

- Project Engineering Fee  $16,000.00
- Advertising/Misc.       $422.00
- Preliminary Estimating   $420.00
- Base Bid (listed above)  $171,730.00
- Project Contingency      $10,000.00
- Revised Budget Total     $198,572.00

The $15,500 increase in the project budget will be funded by excess PHS Funds.

Gleckler
**Budget Impact:**
- Total Funds Requested: $181,730
  ($171,730 Bid Amount + $10,000 Contingency)
- Source of Funds: IGEN Grant & Excess 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, administrative and leisure activities take place.

- **How will proposed agenda item be measured?**
  This project 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 base bid in the amount of $171,730 from B&B Electric, Inc. and to establish a project contingency in the amount of $10,000, for an aggregate amount of $181,730 to complete the Jacksonville Interior Lighting Upgrades Project.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Selection of Engineering Firm for Main Campus Parking Lot, Drives, & Signage

DATE: December 12, 2022

Included in a memo before you tonight, PHS project Main Campus Parking Lot, Drives, & Signage and small project Main Campus Parking Lot Repair – Phase 1 were combined into one project, Main Campus Parking Lot, Drives, & Signage. The project budget for the combined projects is now $989,486. Martin Engineering Company, Springfield, IL, has agreed to provide design services for this (now combined) project. Martin is proposing a fee of $74,230 to provide these services, which is within the fee structure range for a project of this scope and complexity.

Per the 50 ILCS 510 Local Government Professional Services Selection Act, A/E firms can continue to be awarded contracts without bidding/QBS (qualifications-based selection) as long as there is a satisfactory relationship between said firm and LLCC.

Budget Impact:

- Total Funds Requested: $74,230
- Source of Funds: Protection, Health, and Safety & Infrastructure
- 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 accept the proposal from Martin Engineering Company in the amount of $74,230 to provide design services for the Main Campus Parking Lot, Drives, & Signage Project.
III. Action Agenda
MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte Warren
President

SUBJECT: Summary of Curriculum Changes for 2023-2024 Catalog
DATE: December 12, 2022

The following curriculum changes have been recommended for approval by following the College’s curriculum development process. Recommended changes include curriculum changes at the course level, including the development of new courses, revision of existing courses, and withdrawal of courses from the College’s offerings. Changes are also recommended at the curriculum/program level, including the development of new curriculum/program, revision of existing curriculum/program, and deactivation of curriculum/program.

New Courses:
- ARH 220, BUS 275, CRJ 266, DET 101, DET 102, DET 103, DET 104, DET 105, DET 106, DET 201, DET 202, DET 203, DET 204, DET 205, DET 206, DET 207, EDL 110, EDL 113, EDL 115, EGL 149, EGL 253, EGL 254, FRE 299, GER 299, IMD 215, IMD 250, ITA 299, JPN 299, MAT 004, NDT 113, NDT 114, NDT 115, NDT 116, NDT 117, NDT 118, NDT 119, NDT 120, NDT 140, NDT 141, NDT 142, NDT 143

Revised Courses:

Withdrawn Courses:
- ART 112, ART 113, AUB 110, AUB 130, AUB 140, AUB 155, AUB 200, AUB 210, AUB 215, AUB 250, CAS 110, CAS 170, COS 225, CRJ 264, DAP 120, DAP 140, DAP 150, DAP 220, DAP 260, DAP 299, DME 140, DME 145, DME 150, DME 160, DME 270, DME 299, DWD 210, DWD 299, ECE 212, ECE 213, HIS 260, POS 102, POS 230

New Curriculum/Program:
- AAS Diesel Technologies, CA Neurodiagnostic Technology
Revised Curriculum/Programs:

Inactive Curriculum/Programs:
- CC Microcomputer Applications and Systems, AA Physical Education

Budget Impact:
- Total Funds Requested: Requested separately
- Source of Funds: Operating funds
- Projected Revenue: N/A
- Projected Savings: N/A

Student Learning Impact:
- How will proposed agenda item impact student learning?
  Students will be offered courses and programs that reflect best-practice in each field.

- How will proposed agenda item be measured?
  Academic Services will monitor student achievement of identified learning outcomes as well as course and program enrollments.

MOTION: Move to approve the 2023-2024 curriculum updates to catalog.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Establishment of 2022 Tax Levy

DATE: December 12, 2022

As you may recall, we begin the budget process in December by establishing the tax levy for the following year. The levy must be completed and filed by the fourth Tuesday in December. Before you this evening is the resolution to adopt the local property tax levy for 2022. Accounting standards implemented under GASB 35 will cause this levy to be recognized for reporting purposes equally between FY 2023 and FY 2024.

The law provides that the levy includes the dollar amount requested rather than the tax rate desired. Consequently, the tax levy in conjunction with the district’s equalized assessed valuation (EAV) will determine the tax rate. The Education Fund rate of 27¢ per $100 of EAV and the Operation and Maintenance Fund rate of 7¢ per $100 of EAV will remain the same as those extended by County Clerks in the last fiscal year. The proposed levy before you allows for EAV growth of up to 4.50% over CY21 EAV.

The State of Illinois “Truth In Taxation” statute requires taxing bodies to publish a “Public Notice of Proposed Tax Increase” if the “aggregate levy” exceeds the prior year extension by 105%, excluding election and debt costs. The resolution regarding estimated amounts necessary to be levied in 2022, exclusive of debt retirement, includes an “aggregate levy” of 104.36% in excess of the estimated prior year’s extension.

LLCC’s 2021 extension, exclusive of debt service, was $32,180,586. The levy recommended to you tonight, exclusive of debt service, is $33,584,274, an increase of 4.36% over the previous year’s extension.


The total estimated 2022 levy of $36,405,003, including debt service, represents a 4.9% increase over the 2021 extension of $34,696,130.
I have attached (1) the formal resolution necessary to establish the 2022 tax levy, (2) a copy of the certificate of tax levy to be filed with each county clerk in the district, (3) the truth in taxation certificate of compliance. The district’s aggregate levy did not exceed a 5% increase over the prior year’s extension. Therefore, a truth in taxation notice and hearing will not be required for the 2022 tax levy.

I’ll be happy to provide clarification or any additional information.

**MOTION:** Move to approve the establishment of a 2022 tax levy of $19,695,674 for educational purposes; $5,106,286 for operations and maintenance purposes; $6,390,000 for liability, protection and settlement purposes; $560,000 for social security and Medicare insurance purposes; $76,550 for audit purposes; $1,755,764 for protection, health and safety purposes; and $2,820,729 for bond and interest purposes; for a total of $36,405,003.
RESOLUTION ON ESTIMATED TAX LEVY FOR 2022

LINCOLN LAND COMMUNITY COLLEGE

RESOLUTION REGARDING ESTIMATED AMOUNTS NECESSARY TO BE LEVIED FOR THE YEAR 2022

WHEREAS, The truth in Taxation Act requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the district; and

WHEREAS, if the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the levy of the preceding year, public notice shall be given and a public hearing shall be held on the district’s intent to adopt a tax levy in an amount which is more than 105% of such extension or estimated extension for the preceding year; and

WHEREAS, the aggregate amount of property taxes extended for 2021 was:

- Educational Purposes ........................................................................ $ 18,779,096
- Operations and Maintenance Purposes ................................................. 4,866,861
- Protection, Health and Safety Purposes ................................................ 2,075,075
- Auditing Purposes ...................................................................................... 62,166
- Tort Immunity Purposes ........................................................................ 5,833,187
- Social Security & Medicare Insurance Purposes ...................................... 564,201

**TOTAL......................................................................................... $32,180,586**

and

WHEREAS, it is determined that the estimated amount of taxes necessary to be raised by taxation for the year 2022 is as follows:

- Educational Purposes........................................................................ $19,695,674
- Operations and Maintenance Purposes ................................................. 5,106,286
- Protection, Health and Safety Purposes ................................................ 1,755,764
- Auditing Purposes ...................................................................................... 76,550
- Tort Immunity Purposes ........................................................................ 6,390,000
- Social Security & Medicare Insurance Purposes ...................................... 560,000

**TOTAL......................................................................................... $33,584,274**

And, that the amount of taxes levied for the year 2022 be allocated 50 percent for FY 2023 and 50 percent for FY 2024.

WHEREAS, the Truth in Taxation Act, as amended, requires that all taxing districts in the State of Illinois provide data in the Notice concerning the levies made for debt service pursuant to statute, referendum, resolution, or agreement to retire principal or pay interest on bonds, notes, and debentures or other financial instruments which evidence indebtedness; and

WHEREAS, the amount of property taxes extended for the bond and interest purposes for 2021 was $2,515,544 and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2022 is $2,820,729. Of which,
$326,769 of the Alternative Revenue Source General Obligation Bonds, Series, 2019 will be abated.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees, Lincoln Land Community College, District No. 526, Counties of Bond, Cass, Christian, DeWitt, Fayette, Greene, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Sangamon, Scott and State of Illinois, as follows:

SECTION 1: The aggregate amount of taxes estimated to be levied for the year 2022 is $33,584,274.

SECTION 2: The aggregate amount of taxes estimated to be levied for the year 2022 does not exceed 105% of the taxes extended by the district in the year 2021.

SECTION 3: The amount of taxes estimated to be levied for the year 2022 for debt service is $2,820,729 which is 112.13% of the taxes extended for debt service for 2021.

SECTION 4: Each county clerk shall also extend a special tax for bond and interest payments as set forth in the certified copy of the resolutions (bond schedules) on file in the office of the county clerk of each county in which District No. 526 is situated.

SECTION 5: The estimated aggregate amount necessary to be levied exclusive of election costs and bond and interest costs, does not exceed 105% of the amount of property taxes extended or estimated to be extended including any amount abated by the taxing district upon the levy of the previous year.

ATTEST: ________________________________
Chairman, Board of Trustees

______________________________
Secretary, Board of Trustees
I, the undersigned, hereby certify that I am the presiding officer of Lincoln Land Community College District 526, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of Section 18-60 through 18-85 of the “Truth in Taxation” law.

Check One of the Choices Below:

☐ 1) The taxing district published a notice in the newspaper and conducted a hearing meeting the requirements of the Truth in Taxation Law.

X 2) The taxing district’s aggregate levy did not exceed a 5% increase over the prior year’s extension. Therefore, a notice and a hearing were not necessary.

☐ 3) The proposed aggregate levy did not exceed a 5% increase over the prior year’s extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year’s extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.

☐ 4) The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

Date: December 12, 2022

Presiding officer: ______________________________________________ Secretary of Board (or) Board Chair
CERTIFICATE OF TAX LEVY


We hereby certify that we require:

- the sum of $19,695,674 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
- the sum of $5,106,286 to be levied as a tax for operations and maintenance purpose (110 ILCS 805/3-1), and
- the sum of $0 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
- the sum of $6,390,000 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and
- the sum of $560,000 to be levied as a special tax for purposes for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
- the sum of $1,755,764 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
- the sum of $0 to be levied as a special tax for ________________________ purposes, on the taxable property of our community college district for the year 2022.

Signed this 12th day of December, 2022.

_________________________________________________________________
Chairman of the Board of Said Community College District

____________________________________________________________
Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district that have not been paid in full (three).

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

(Detach and return to Lincoln Land Community College, 5250 Shepherd Road, P O Box 19256, Springfield, IL 62794-9256)

This is to certify that the Certificate of Tax Levy for Community College District No 526 Counties of Bond, Cass, Christian, DeWitt, Fayette, Greene, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Sangamon, Scott, and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2022 was filed in the office of the County Clerk of this county on ________________________, 2022.

In addition to an extension of taxes authorized by levies made by the Board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the General Obligation Refunding Bonds, Series 2016, Alternative Revenue Source General Obligation Bonds, Series 2019, General Obligation Refunding Bonds, Series 2020 for the year 2021, is $1,294,250, $326,769, and $1,199,710, respectively. The Alternative Revenue Source General Obligation Bonds, Series 2019 will be abated in January 2023.
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
      President

SUBJECT: Tax Abatement Agreement for Legacy Pointe Development

DATE: December 12, 2022

Legacy Park Sports, LLC desires to construct a multi-purpose sports and events complex in the Legacy Pointe area adjacent to Scheels. As part of this process, Legacy Park Sports, LLC has been working with local taxing bodies to secure the abatement of real estate taxes (in excess of those currently paid) on the property that the complex will be constructed for a ten-year period.

The addition of a multi-purpose sports complex in our local community will not only lead to further economic development but will also provide potential opportunities for Lincoln Land Athletics and students to take advantage of having this state-of-the-art complex in our community.

MOTION: Move to approve the abatement agreement between Lincoln Land Community College District #526 and Legacy Park Sports, LLC for the development of the property in the Legacy Pointe area.
IV. Information Items
MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: December 12, 2022

POSITION VACANCIES

Classified
Accounting Technician, Disbursements (FT)
IT Trainer/Technical Writer (FT)
Library Assistant (PT)
Program Assistant, PATH Program (FT)
Webstore Technician (FT)

Professional
Agriculture Program Specialist (FT)
Application Developer I (FT)
Network Administrator (FT)
Program Navigator, PATH Program (FT)
Student Enrollment Advisor (FT)
Writing Center Specialist (FT)

Administrator
Director, Student Engagement (FT)
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
### NEW HIRES

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date</th>
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<tbody>
<tr>
<td>Gianna Hines</td>
<td>Financial Aid Outreach Specialist</td>
<td>12/05/2022</td>
</tr>
<tr>
<td>Stephen Scattergood</td>
<td>Truck Driver Training Specialist</td>
<td>12/05/2022</td>
</tr>
</tbody>
</table>

### RESIGNATIONS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date</th>
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<tbody>
<tr>
<td>Samuel Bras</td>
<td>Systems Administrator II</td>
<td>11/22/2022</td>
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</table>
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**

**Security Camera Updates Phase 2**
The project is under way. Due to long lead times for cameras, we anticipate work to be complete in January 2023.

**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 substantially complete. We are awaiting completion of punchlist items and closeout documents.

**Sangamon Hall Chiller Repairs and Upgrades**
Development of construction documents is underway.

**PHS Projects – FY23**

**Main Campus Exterior Lighting Upgrade Phase 3**

Gleckler
Development of construction documents is underway.

**Main Campus Parking Lot, Drives & Signage**
We combined this project with Small Projects – FY23, Main Campus Parking Lot Repair – Phase 1. Development of construction documents is underway.

**Door Access & Security Alarm Upgrades**
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 is returning in mid-December 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 Upgrades**
The scope included at the Litchfield campus science lab is unable to move forward at this time due to a change in scope that has led to an increased budget over the small project funds available. This portion will be re-evaluated next FY. The remaining scope includes Active Learning upgrades at Sangamon 2309. 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 during breaks in the Academic Schedule.

**Main Campus Parking Lot Repair – Phase 1**
Project was combined with PHS Projects – FY23, Main Campus Parking Lot, Drives & Signage.
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)
The bids were received by the CDB on November 18, 2022. The lowest bidder had a bid over the available budget. We are working with CDB to establish how this budget overage will be resolved. We anticipate sending the contractor recommendation to the board, after final CDB determination of the winning bid and resolution to the budget overage. Construction to follow immediately.

Restricted O & M

Renovate Millennium and Lower-level Sangamon
The project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

Foundation

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

EDA Cares Act Grant

Workforce Training Facilities Expansion and Renovation (formally Renovate and Expand Campus Training Facilities)
The project title has been updated to match the EDA project title. This project has been divided into 2 phases.

Phase 1 Diesel Tech Lab:
Will be complete before Fall 2023 so that program can utilize the space. The Architect-Engineering fees for Phase 1 have been removed from EDA grant funding and are before you tonight under separate memo. The construction cost of Phase 1 will still be paid out of the EDA grant funds.
Phase 2 TDT Expansion, New Storage Building, Logan Hall Renovation: RFQ’s for Architect-Engineering services were received on November 9th. The selection team has chosen BLDD Architects as the most qualified firm to complete Phase 2 Architect-Engineering Services. We are meeting with BLDD to discuss scope and fees. We will then work with the EDA to meet their contract/submission requirements moving forward and will inform the board as we progress through the EDA prescribed steps.

Illinois Green Economy Network (IGEN) Project

Jacksonville Interior Lighting Upgrades
Our recommendation is before you tonight.
# AGENDA MASTER CALENDAR

<table>
<thead>
<tr>
<th>JANUARY 2023</th>
<th>FEBRUARY 2023</th>
<th>MARCH 2023</th>
<th>APRIL 2023</th>
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<tbody>
<tr>
<td>• Spring Adjunct Faculty Listing</td>
<td>• Sabbatical Leaves</td>
<td>• Administrative Positions</td>
<td>• Seating of New Trustees/Board Reorganization</td>
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<td>• General Obligation Alternate Bond Levy Abatement</td>
<td>• Approval of Faculty Positions</td>
<td>• Board Meeting 3/22/23</td>
<td>• Seating of Student Trustee</td>
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<td>• Board Meeting 1/25/23</td>
<td>• Faculty Tenure &amp; Continuing Employment Recommendations</td>
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<td>• Foundation Gala 4/29/23</td>
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<td>• Board Meeting 2/22/23</td>
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<td>• Student Recognition</td>
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<td>MAY 2023</td>
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<tr>
<td>• Employee Recognition</td>
<td>• Summer Adjunct Faculty Listing</td>
<td>• FY23 Tentative Budget</td>
<td>• Board Meeting 8/23/23</td>
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<td>• Commencement 5/12/23</td>
<td>• Budget Workshop</td>
<td>• Board Meeting 7/26/23</td>
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<td>• Board Meeting 6/28/23</td>
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<td>• PHS Projects</td>
<td>• Financial Audit Review</td>
<td>• Adopt CY23 Property Tax Levy</td>
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V. Strategic Discussion