
LLCC Board of Trustees Regular Meeting

January 25, 2023

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

**BOARD OF TRUSTEES
LINCOLN LAND COMMUNITY COLLEGE
ILLINOIS COMMUNITY COLLEGE DISTRICT #526**

**AGENDA
REGULAR MEETING**

Wednesday, January 25, 2023
5:15 P.M.

Lincoln Land Community College
Robert H. Stephens Room

I. Preliminary Matters

- A. Roll Call
- B. Pledge of Allegiance
- C. Adoption of Agenda of the January 25, 2023 Meeting
- D. Introductions and Recognitions
- E. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of December 12, 2022
- B. Ratify Payments of Cash Disbursements for December and the December 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. Minivan
 - 2. Diesel Technology Tools
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report
 - 2. Salesforce CRM System Annual Agreement Renewal
- G. Monthly Grant Status Report
- H. Facility Leases
 - 1. LLCC Foundation Farm Lease
- I. Construction Items
 - 1. Combined Project Scope and Budget for Main Campus Parking Lot, Drives And Signage
 - 2. Selection of Engineering Firm for Sangamon & Cass Mechanical Upgrades
 - 3. Approval of Deferred Maintenance Capital Project for Fire Alarm System Upgrades
- J. Other Items

III. Action Agenda

- A. Policies
 - 1. Revision to Board Policy 7.7 – Construction and Change Orders
- B. Academic Services Division Items

- C. Student Services Division Items
- D. Administrative Services Division Items
 - 1. Abatement Resolution of Series 2019 Bond Tax Levy
 - 2. Approval of Budget Increase for Capital Renewal Project for Renovate and Expand Student Services
- 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
 - c. Monthly Financial Report
 - d. Quarterly Budget Transfer Report
 - 4. Information Technology
 - 5. Executive Division
 - a. Review of Agenda Master Calendar
- B. President's Report
- C. Report from Faculty Senate
- D. Report from Faculty Association
- E. Report from Classified Staff
- F. Report from Professional Staff
- G. Report from Facilities Services Council
- H. Chairman's Report
- I. Secretary's Report
- J. Foundation Report
- K. Other Board Members' Reports

V. Strategic Discussion

VI. Executive Session

- A. Personnel Matters/Employment Agreement Addendum
- B. Review of Executive Session Minutes
- C. Pending /Imminent Legal Matters

VII. Actions from Open/Executive Session

- A. Approval of Personnel Matters/Employment Agreement Addendum
- B. Approval of Release of Executive Session Minutes and Approval of Recording Matters

VIII. Adjournment

I. Preliminary Matters

II. Consent Agenda

AGENDA ITEM II.B

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratify Payments of All Cash Disbursements for December and the
December Treasurer's Report

DATE: January 25, 2023

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 December, 2022, (payments for purchase order payments, equipment, supplies, lease payments, maintenance agreements, travel in accordance with the Local Government Travel Expense Control Act, employee reimbursements, membership dues, subscriptions, club vouchers, medical claim payments, pre-paid purchase orders, and time sensitive payment due dates – generally, items included under Board Policy 6.6).
- B. The Treasurer's Report for the month ending December 31, 2022.

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

AGENDA ITEM II.C.2

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Ratification of Out-of-State Travel
DATE: January 25, 2023

Name	Meeting	Location	Date	Purpose	Amount
Steele, Jamil	Multi-State Career Readiness Academy	Washington, DC	Jan 22 - Jan 25, 2023	Professional Development	\$1,380

AGENDA ITEM II.C.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Out-of-State Travel

DATE: January 25, 2023

Name	Meeting	Location	Purpose	Amount
Murphy, Janelle	Association of Collegiate Educators in Radiologic Tech	Las Vegas, NV	Professional Development	\$5,109
Roberts, Ryan	Book Research	London, England	Professional Development	\$3,720
Watkins, Adam	American Conference of Academic Deans	Tampa, FL	Professional Development	\$2,748
Harmon, Bill + 10 students	National Professional Ag Student Conference	Ankeny, IA	Student Trip	\$5,850*
Harmon, Bill & 12 students	National Farm Show	Louisville, KY	Student Trip	\$1,252**
Hovey, Christie	National Business Education Association Annual Conference	Kansas City, MO	Professional Development	\$673
Casey, Natasha	Media Education Summit	Vancouver, BC, Canada	Professional Development	\$1,909
Maskey, Cynthia	Accreditation Commission for Nursing in Education	Schriever, LA	Administrative Travel	\$0 (Paid by ACEN)

Name	Meeting	Location	Purpose	Amount
Harmon, Bill + 4 students	National FFA Convention	Indianapolis, IN	Student Trip	\$6,362*
Kruse, Kyla	National Council for Mktg and Public Relations	Orlando, FL	Professional Development	\$1,910
Whalen, Lynn	National Council for Mktg and Public Relations	Orlando, FL	Professional Development	\$2,084
Chauhan, Yogesh	Ellucian Conference	New Orleans, LA	Professional Development	\$2,744
Cruz, Esteban	Ellucian Conference	New Orleans, LA	Professional Development	\$2,744
Byer, Shanda	Ellucian Conference	New Orleans, LA	Professional Development	\$3,096
Mills, Alison	Ellucian Conference	New Orleans, LA	Professional Development	\$2,992
Matlock, Derek	HVAC Excellence Conference	Las Vegas, NV	Professional Development	\$1,800
Cobb, Justin	American Physiology Summit	Long Beach, CA	Professional Development	\$2,670
Ray, Paul	HVAC Excellence Conference	Las Vegas, NV	Professional Development	\$1,476
Brandenburg, Whitney	National Council for Continuing Ed and Training	Nashville, TN	Professional Development	\$1,373
McCoy, Jamie	National Council for Continuing Ed and Training	Nashville, TN	Professional Development	\$1,608
Taylor, Kirsten	Society for Human Resource Management	Las Vegas, NV	Professional Development	\$2,918
Ralph, Nicole	Society for Human Resource Management	Las Vegas, NV	Professional Development	\$2,978
Dockter, Jason	American Association of Community Colleges	Denver, CO	Professional Development	\$3,007

*Kreher funds

** \$300 from Ag Club, \$952 from Kreher

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Minivan

DATE: January 25, 2023

In November 2022, the College sought Invitations to Bid for a minivan to supplement our fleet of vehicles. An award was made to Bob Ridings for the purchase of a 2023 Chrysler Pacifica; however, due to supply chain constraints, Bob Ridings informed us they would not be able to supply a van. The College was able to secure a 2023 Kia Carnival from Green Kia in Springfield. The agreed upon price including fees was \$37,479.24 and we were provided a \$6,000 trade allowance for one of our 2011 E350 vans. The final cost to the College was \$31,479.24.

Budget Impact:

Total Funds Requested: \$31,479.24
Source of Funds: FFE
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Faculty, staff, and students will have another safe and reliable vehicle for necessary travel.

How will proposed agenda item be measured?

N/A

MOTION: Move to ratify the purchase of a 2023 Kia Carnival from Green Kia with a total commitment of \$31,479.24, in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2023-07.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Diesel Technology Tools

DATE: January 25, 2023

The college recently sought Invitations to Bid for tools the Diesel Technologies program will provide to students. A summary of the bids received is provided below.

Vendor	Price
Tekton	\$79,503
Snap-On Industrial	\$241,997
Matco Tools	\$117,351.40

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

All vendors that received our solicitation provided a response.

Budget Impact:

Total Funds Requested: \$79,503
Source of Funds: Restricted Funds
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Students will have access to quality tools commonly used in the diesel technology field. This will enhance student learning and leave them better prepared for a career in this field.

How will proposed agenda item be measured?

N/A

MOTION: Move to approve Tekton to provide an assortment of tools to Lincoln Land Community College with a total commitment of \$79,503, in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2023-08.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: January 25, 2023

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

The Continuing, Corporate, and Professional Education Department entered into a contract with Kuhn & Trello to provide a one-day AutoCAD Training. The training was held in the Kreher Agriculture Center in December.

TRAINING CONTRACTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Contract Total	Term
Kuhn & Trello AutoCAD Training Contract	The Continuing, Corporate, and Professional Education Department entered a contract with Kuhn & Trello to provide a one-day AutoCAD Training. The training was held in the Kreher Agriculture Center in December.	Kuhn & Trello	Continuing, Corporate, and Professional Education	\$1,400	December 14, 2022
			TOTALS	\$1,400	

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Salesforce CRM System Annual Agreement Renewal

DATE: January 25, 2023

Board approval is requested for a one-year software agreement with Salesforce for the use of Salesforce CRM System in Recruiting/Admissions and Public Relations and Marketing at a cost of \$37,963.56.

Budget Impact:

Total Funds Requested:	\$37,963.56
Source of Funds:	Operating Fund
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Salesforce CRM system will allow the college to provide better enrollment services for prospective and current students.

How will proposed agenda item be measured?

Better recruiting process for the college and students.

MOTION: Move to approve the one-year agreement for the Salesforce CRM system at a total cost of \$37,963.56.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: LLCC Foundation Farm Lease

DATE: January 25, 2023

The LLCC Foundation Farmland Committee recommends extension of the farm lease for three years (March 1, 2023 – February 28, 2026) with Jems Family Farm, Inc. for the Springfield land. This tenant has been a professional partner and ensures the integrity of the land. This tenant is also a good partner with our LLCC Agriculture Program. The rate per acre for the Springfield farmland is \$310.

MOTION: Move to extend the LLCC Foundation farm lease with Jems Family Farm, Inc. for a three-year period at a cash rent of \$310 per acre with the terms and conditions of the farm lease agreement.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Combined Project Scope and Budget for Main Campus Parking Lot, Drives & Signage

DATE: January 25, 2023

At the October 2022 Board Meeting, PHS project Main Campus Parking Lot, Drives & Signage was approved. We would like to combine this project with small project Main Campus Parking Lot Repair – Phase 1 that was approved during the FY23 budgeting process. The new combined project will be titled, Main Campus Parking Lot, Drives & Signage and the combined project budget will be \$989,486. The project will be funded with a combination of PHS, \$611,486 and Infrastructure, \$378,000. Combining the projects will limit disruption to traffic and campus activities.

The combined project will include expanding the road east of Menard, creating ADA parking, sidewalk; striping the main drive with thermoplastic paint for longer wear, replacing all traffic control signage identified during wayfinding study; and repairing main drive surface west of Kreher. Year 1 of a 7-year rolling parking lot repair/renovation program including patching, resealing, striping, and curb work in various parking lots on the main campus is also included in the scope.

The project budget for the combined project is \$989,486 as shown below.

Project Title (as approved October 2022)	Budget
PHS – Main Campus Parking Lot, Drives & Signage: Expand road east of Menard, stripe main drive, replace all traffic control signage, repair main drive surface as needed in front of Kreher.	\$611,486
Small Project (Infrastructure) – Main Campus Parking Lot Repair – Phase 1: Project consists of year 1 of a 7-year rolling parking lot repair/renovation program. Patching, parking lot repair, resealing, striping, and curb work on the main campus in various lots are all a part of this scope.	\$378,000
Main Campus Parking Lot, Drives & Signage Project Budget	\$989,486

MOTION: Move to approve combining the Main Campus Parking Lot, Drives & Signage and Main Campus Parking Lot Repair – Phase 1 to create one project titled Main Campus Parking Lot, Drives, & Signage Project.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Selection of Engineering Firm for Sangamon & Cass Mechanical Upgrades

DATE: January 25, 2023

At the October 19, 2022, Board Meeting this project was approved to upgrade Sangamon Hall rooftop drain pans, install covers to rooftop vents to prevent rain/snow entering buildings and mechanical upgrades in lower level of Cass Gymnasium. GHR Engineers and Associates, Inc., Champaign, IL, has agreed to provide design services for this project. They are proposing a fee of \$31,100 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, Architect-Engineering 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:	\$31,100
Source of Funds:	Protection, Health, and Safety
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

By improving the physical environment in which instruction, study and leisure activities take place.

How will proposed agenda item be measured?

This project will be measured first by completion within the predetermined budget and time allotted for completion, and then by the satisfaction of the users and stakeholders.

MOTION: Move to accept the proposal from GHR Engineers and Associates, Inc. in the amount of \$31,100 to provide design services for the Sangamon & Cass Mechanical Upgrades project.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Deferred Maintenance Capital Project for Fire Alarm System Upgrades

DATE: January 25, 2023

Tonight, we are asking you to approve a Deferred Maintenance Capital Project to replace the existing fire alarm system on all campuses with a new addressable and code compliant system. The system should allow for monitoring by local authorities and include voice and mass notification capabilities. Fire Alarm network and voice communications would provide voice message for tornado/severe weather, emergency condition, active shooter, etc. We are asking for this approval in anticipation of the release of funds for Deferred Maintenance from the State of Illinois. It's important to note that funds have not currently been released, but pre-approval of the project by the Board of Trustees will allow the project to begin as soon as funds are released. We are anticipating that the State of Illinois will release \$4,112,265 in Deferred Capital State Funds and LLCC will supplement the project with \$1,370,755 in Restricted Funds to achieve a total project budget of \$5,483,020. Due to the presence of state funding, this project must be bid, administered, and subject to the oversight of the Illinois Capital Development Board.

Budget Impact:

Total Funds Requested:	\$1,370,755 (Deferred Capital State Funds \$4,112,265 + LLCC Restricted Funds \$1,370,755 = \$5,483,020 Total Project)
Source of Funds:	Deferred Maintenance Capital Funding and Restricted Funds
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

By improving the physical environment and pathways in which the instruction, study, administrative and leisure activities take place.

How will proposed agenda item be measured?

Each of these projects is measured first by completion within the predetermined budget and time allotted for completion, and then by the satisfaction of the users and stakeholders.

**MOTION: Move to approve the Deferred Maintenance Capital Project for
Fire Alarm System Upgrades and LLCC Restricted Funds.**

III. Action Agenda

AGENDA ITEM III.A.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revision to Board Policy 7.7 - Construction and Change Orders

DATE: January 25, 2023

The following is a proposed change to Board Policy 7.7 - Construction and Change Orders

Policy Statement: Construction change orders that would cause the construction project to exceed the Board approved project contingency shall be submitted to the Board for prior approval. ~~Change orders for any construction project that do not cause the project to exceed the Board approved project contingency will be presented to the Board for ratification at the next regular meeting.~~

This change is being presented for a first reading tonight. No action is required at this meeting. With Board concurrence, we will return this policy to you for action at the regularly scheduled February 2023 meeting of the Board.

AGENDA ITEM III.D.1

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Abatement Resolution of Series 2019 Bond Tax Levy

DATE: January 25, 2023

Per the bond agreement for the Lincoln Land Community College District No. 526 General Obligation Bonds (Alternative Revenue Source), Series 2019 it is stated that each year the tax levy will be abated. The revenue to fund these bonds will be paid from the Kreher Trust account. At this time, the college has received the funds from the Trust account.

MOTION: Move to approve the resolution abating the 2022 tax levy for the Series 2019 Bond for Lincoln Land Community College.

**RESOLUTION ABATING THE 2022 TAX LEVY FOR THE
LINCOLN LAND COMMUNITY COLLEGE (COMMUNITY
COLLEGE DISTRICT NO. 526) GENERAL OBLIGATION
BONDS (ALTERNATE REVENUE SOURCE), SERIES 2019**

WHEREAS, Lincoln Land Community College (Community College District No. 526), Counties of Sangamon, Bond, Cass, Christian, DeWitt, Fayette, Green, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan and Scott, and State of Illinois (the "District") issued its \$7,500,000 General Obligation Bonds (Alternate Revenue Source), Series 2019 (the "Bonds") pursuant to a resolution adopted February 27, 2019 (the "Bond Resolution") by the Board of Trustees of the District (the "Board"); and

WHEREAS, the Bond Resolution has a 2022 tax levy collectable in 2023 to pay principal and interest coming due on the Bonds (the "Tax Levy"), and provides that the District may abate the Tax Levy if the District has funds in the amount of the Tax Levy irrevocably on deposit in the Bond Fund; and

WHEREAS, the Board finds that the Bond Fund does now contain funds irrevocably on deposit in the amount of the Tax Levy with which the District will pay principal and interest on the Bonds next coming due.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF LINCOLN LAND COMMUNITY COLLEGE (COMMUNITY COLLEGE DISTRICT NO. 526), SANGAMON COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. Incorporation of Preambles. The Board finds that the recitals contained in the preambles to this Resolution are true and correct and does incorporate such recitals into this Resolution by this reference.

Section 2. Determination to Abate Tax Levy. The Board elects to abate the Tax Levy and authorizes and directs the Treasurer of the District to file all such documents and certificates with the County Clerks of the counties in which the District is located directing the County Clerks to abate the Tax Levy.

Adopted: _____

Chairman

ATTEST:

Secretary

**CERTIFICATE OF ABATEMENT OF THE 2022 TAX LEVY
FOR THE LINCOLN LAND COMMUNITY COLLEGE
(COMMUNITY COLLEGE DISTRICT NO. 526) GENERAL
OBLIGATION BONDS (ALTERNATE REVENUE
SOURCE), SERIES 2019**

TO THE COUNTY CLERKS OF THE COUNTIES OF SANGAMON, BOND, CASS, CHRISTIAN, DEWITT, FAYETTE, GREEN, LOGAN, MACON, MACOUPIN, MASON, MENARD, MONTGOMERY, MORGAN AND SCOTT, ILLINOIS:

I, Bryan Gleckler, certify that I am the duly qualified and acting Treasurer of Lincoln Land Community College (Community College District No. 526), Counties of Sangamon, Bond, Cass, Christian, DeWitt, Fayette, Green, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan and Scott, and State of Illinois (the "District"), having been directed and authorized by the Board of Trustees of the District (the "Board") to prepare and file this Certificate of Abatement, do hereby direct you as follows:

1. The District has issued its \$7,500,000 General Obligation Bonds (Alternate Revenue Source), Series 2019 (the "Bonds") pursuant to a resolution adopted by the Board on February 27, 2019 (the "Bond Resolution").
2. Section 10 of the Bond Resolution contains a 2022 tax levy collectable in 2023 to pay principal and interest coming due on the Bonds (the "Tax Levy").
3. The District has funds in the amount of the Tax Levy irrevocably on deposit in the Bond Fund created by the Bond Resolution and the District has elected to abate the Tax Levy.
4. You are hereby notified and directed to abate the Tax Levy for the 2022 tax year collectable in 2023.

IN WITNESS HEREOF, I affix my official signature this _____, 2023.

Treasurer

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of Budget Increase for Capital Renewal Project for Renovate and Expand Student Services

DATE: January 25, 2023

The CDB needs the Board to approve an increase to the budget based on the lowest bid received to allow the bid review and contractor award process to move forward. The lowest bid received is \$284,925 over the available budget. The CDB has not (to date) been able to provide additional funds to the project, therefore, the College will need to increase the amount of our contribution. This increase brings the total project budget to \$6,609,925 and the College's total contribution to \$2,816,925. The \$284,925 budget increase will be funded with Restricted Funds.

Budget Timeline	Amount
September 2020 Established	\$5,400,000
July 2021 Increase	\$925,000
January 2023 Increase	\$284,925
Total Adjusted Project Budget	\$6,609,925

Budget Split	Total Amount	Percent
Capital Development Board	\$3,793,000	57%
Lincoln Land Community College	\$2,816,925	43%
Total Adjusted Project Budget	\$6,609,925	100%

MOTION: Move to approve the budget increase in the amount of \$284,925 for the Capital Renewal Project for Renovate and Expand Student Services at the Main Campus.

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: January 25, 2023

POSITION VACANCIES

Classified

Accounting Technician, Disbursements (FT)
Enrollment Services Representative (FT)
IT Trainer/Technical Writer (FT)
Parent Educator (PT)

Professional

Agriculture Program Specialist (FT)
Application Developer I (FT)
Health Professions Recruiter (FT)
Network Administrator (FT)
Student Enrollment Advisor (FT)
Website and Social Media Writing Coordinator (FT)

Administrator

Director, Student Engagement (FT)
Program Director, Industrial Maintenance and Electrical (FT)

Faculty

Accounting & Business Instructor
Biology Instructor
Computer Science Instructor
Integrated Media Design Instructor

NEW HIRES

Skylar Kriegel	Library Assistant	01/04/2023
Patricia Leamon	Writing Center Specialist	01/09/2023
Russell Michelich	Webstore Technician	01/02/2023

RESIGNATIONS

Donna Adams	Enrollment Services Representative	12/16/2022
Katie Elsenheimer	Program Assistant, WEI	01/19/2023
Caitlin Perry	Website & Social Media Writing Coord	01/13/2023

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: January 25, 2023

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 Spring 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

Development of construction documents is underway.

Main Campus Parking Lot, Drives & Signage

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

The project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

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

Development of construction documents is underway.

Main Campus and Taylorville Flooring Replacement

Development of construction documents is underway. We anticipate starting construction in Spring 2023 during breaks in the Academic Schedule.

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 in Spring 2023. 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).

Fire Alarm System Upgrades

CDB contacted the college in late 2022 to inquire about local share of funds for the above referenced project. We anticipate notification from CDB about moving forward with this project in the near future. We have a motion to approve the project before you tonight.

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 still awaiting work from CDB as to 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

Renovate and Expand Campus Training Facilities

This project has been divided into 2 phases.

Phase 1 Diesel Tech Lab Build Out in Workforce:

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, Storage Building, Logan Hall:

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

The project is under way.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Quarterly Budget Transfer Report

DATE: January 25, 2023

Attached is the Quarterly Budget Transfer Report reflecting transfers at the end of the second quarter of this fiscal year.

We continue to be well within statutory requirements limiting the amount of transfers to 10% or less in any fund.

QUARTERLY BUDGET TRANSFER REPORT December 31, 2022

EDUCATIONAL FUND

Budget	\$44,336,590
Transfers	\$26,573
Percentage	.06%

O&M FUND

Budget	\$6,176,520
Transfers	\$4,850
Percentage	.08%

OTHER FUNDS

Budget	\$30,860,584
Transfers	\$36,550
Percentage	.12%

TOTAL OPERATING BUDGET

Revenue

Original Budget	\$50,513,110
Adjusted Revenues	\$50,513,110
Additional Funds Available	\$0

Expenditures

Original Budget	\$50,513,110
Adjusted Expenditures	\$50,513,110
Additional Expenditures	\$0

Net Change	\$0
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AGENDA MASTER CALENDAR

<p style="text-align: center;">FEBRUARY 2023</p> <ul style="list-style-type: none"> • Sabbatical Leaves • Approval of Faculty Positions • Faculty Tenure & Continuing Employment Recommendations • Board Meeting 2/22/23 	<p style="text-align: center;">MARCH 2023</p> <ul style="list-style-type: none"> • Administrative Positions • Board Meeting 3/22/23 	<p style="text-align: center;">APRIL 2023</p> <ul style="list-style-type: none"> • Seating of New Trustees/Board Reorganization • Seating of Student Trustee • Foundation Gala 4/29/23 • Student Recognition • Board Meeting 4/26/23 	<p style="text-align: center;">MAY 2023</p> <ul style="list-style-type: none"> • Employee Recognition • Commencement 5/12/23 • Board Meeting 5/24/23
<p style="text-align: center;">JUNE 2023</p> <ul style="list-style-type: none"> • Summer Adjunct Faculty Listing • Budget Workshop • Board Meeting 6/28/23 	<p style="text-align: center;">JULY 2023</p> <ul style="list-style-type: none"> • FY23 Tentative Budget • Board Meeting 7/26/23 	<p style="text-align: center;">AUGUST 2023</p> <ul style="list-style-type: none"> • Board Meeting 8/23/23 	<p style="text-align: center;">SEPTEMBER 2023</p> <ul style="list-style-type: none"> • Budget Adoption/Public Hearing • Fall Adjunct Faculty Listing • Board Meeting 9/27/23
<p style="text-align: center;">OCTOBER 2023</p> <ul style="list-style-type: none"> • PHS Projects • Board Meeting 10/25/23 	<p style="text-align: center;">NOVEMBER 2023</p> <ul style="list-style-type: none"> • Financial Audit Review • Board Meeting 11/15/23 	<p style="text-align: center;">DECEMBER 2023</p> <ul style="list-style-type: none"> • Adopt CY23 Property Tax Levy • Board Meeting 12/11/23 	<p style="text-align: center;">JANUARY 2024</p> <ul style="list-style-type: none"> • Spring Adjunct Faculty Listing • General Obligation Alternate Bond Levy Abatement • Board Meeting 1/24/24

V. Strategic Discussion

VI. Executive Session

**EXECUTIVE SESSION
AGENDA ITEM VI.A**

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Ken Elmore
Board Chair

SUBJECT: Employment Agreement Addendum

DATE: January 25, 2023

Based upon input from Trustees during the Board meeting of December 12th, I am recommending approval of the attached Addendum to Dr. Warren's Employment Agreement whereby her term as President would extend to June 30, 2026.

This action would assure administrative continuity as the College navigates the uncertainties that will continue to attend the COVID-19 pandemic and material changes to student demographics throughout the district. In addition, over the course of the next several years LLCC will be facing developments and demands that will require seasoned and decisive leadership. Such developments include filling senior administrative positions, managing pending grant awards, collaborating with LLCC Foundation initiatives and promoting career/training partnerships with area employers.

MOTION: Move to approve the Addendum to President Warren's Employment Agreement whereby her term as President would extend to June 30, 2026.

EMPLOYMENT AGREEMENT ADDENDUM

This Employment Agreement Addendum ("Addendum") is entered into between the **Board of Trustees of Community College District No. 526, Counties of Bond, Cass, Christian, DeWitt, Fayette, Greene, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Scott and Sangamon, State of Illinois ("Board")** and **Charlotte J. Warren, of Springfield, Illinois ("Warren")**.

WITNESSETH:

WHEREAS, the Board and Warren entered into an Employment Agreement ("Agreement") for Warren's continuing services as President of Lincoln Land Community College ("College") effective May 1, 2014; and

WHEREAS, such Agreement remains in full force and effect for a term continuing through June 30, 2024; and

WHEREAS, the Board desires to reward Warren's exemplary services and secure an extension of such services in the interests of administrative continuity and in anticipation of continuing challenges to College operations precipitated by the COVID-19 pandemic and material changes to student demographics.

NOW, THEREFORE, in consideration of the mutual promises and covenants hereinafter set forth, the parties hereto agree that:

- 1. The term of this Addendum shall commence effective as of the last date ofn execution below and continue through June 30, 2026.
- 2. Warren's base salary after application of Section 2.a. of the Agreement for the yearn commencing effective May 1, 2024 and ending on April 30, 2025 shall be subject to upward adjustment by a sum equal to 5% -7.5% (as determined by the then current Board).
- 3. Except as herein set forth, all terms, conditions, and provisions of the Agreementn shall remain in full force and effect.

IN WITNESS WHEREOF, the Board and Warren have executed this Addendum inn duplicate.

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

Date: _____

By: _____
Its Chair

Date: _____

Charlotte J. Warren