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***LLCC Board of Trustees Regular Meeting***

***September 27, 2023***

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Gordon Gates, Chair

Wayne Rosenthal, Vice Chair

Samantha Raymond, Secretary

Vicki Davis

Ken Elmore

Jeff Fulgenzi

Mark Holaway

Rayna Herzog, Student Trustee

Charlotte Warren, President

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

**PUBLIC HEARING ON FY2024 COLLEGE BUDGET  
WEDNESDAY, SEPTEMBER 27, 2023  
5:30 P.M.**

**AGENDA  
REGULAR MEETING**

Immediately Following Public Hearing on the Budget  
Levi, Ray and Shoup, Inc.  
Aviation Center at LLCC  
Abraham Lincoln Capital Airport  
815 South Airport Drive, Springfield

**I. Preliminary Matters**

- A. Roll Call
- B. Pledge of Allegiance
- C. Adoption of Agenda of the September 27, 2023 Meeting
- D. Introductions and Recognitions
  - 1. Aviation Presentation
- E. Hearing of Citizens

**II. Consent Agenda**

- A. Approval of Minutes of the Regular Meeting of August 23, 2023
- B. Ratify Payment of All Cash Disbursements for August and the August 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. Semi Tractors and Trailers for Truck Driver Training
- F. Contracts/Agreements
  - 1. Monthly Training Contract/Clinical Agreement Status Report
  - 2. Coastal Cloud Salesforce Consulting and Developing Services
  - 3. Techguard Security
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
  - 1. Construction Training Lab – Selection of Architectural Firm
  - 2. Emergency Deferred Maintenance Capital Project for Exterior Door Security Upgrades –Genetec Software Upgrade

### **III. Action Agenda**

- A. Policies
  - 1. New Board Policy 1.28 – Expressive Activity on Campus
- B. Academic Services Division Items
- C. Student Services Division Items
- D. Administrative Services Division Items
  - 1. FY 2024 Budgets
- E. Information Technology Items
- F. Executive Division Items

### **IV. Information Items**

- A. Staff Reports
  - 1. Academic Services
  - 2. Student Services
  - 3. Administrative Services
    - a. Position Vacancies and Hires
    - b. Construction Progress Update
    - c. Monthly Financial Report
  - 4. Information Technology
  - 5. Advancement Office
  - 6. 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 Professional Staff
- F. Report from Facilities Services Council
- G. Chairman's Report
- H. Secretary's Report
- I. Foundation Report
- J. Other Board Members' Reports

### **V. Strategic Discussion**

### **VI. Executive Session**

- A. Personnel Matters
- B. Faculty Tenure and Continuing Employment Recommendations
- C. Pending/Imminent Legal Matters

### **VII. Actions from Open/Executive Session**

- A. Approval of Personnel Matters
- B. Approval of Faculty Tenure and Continuing Employment Recommendations

### **VIII. Adjournment**

## ***I. Preliminary Matters***

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Aviation Presentation

**DATE:** September 27, 2023

Mr. David Pietrzak, Program Director, Aviation will provide an overview of the program.

## ***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 August and the August Treasurer's Report

**DATE:** September 27, 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 August, 2023, (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 August 31, 2023.

**MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during August 2023, and ratify the August 31, 2023, Treasurer's Report.**

**AGENDA ITEM II.C.2****MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Out-of-State Travel

**DATE:** September 27, 2023

<b>Name</b>	<b>Meeting</b>	<b>Location</b>	<b>Purpose</b>	<b>Amount</b>
Collins, Josh	Natl. Council for Workforce Education	Baltimore, MD	Professional Development	\$2,232
Sanders, Karen	Natl. Council for Workforce Education	Baltimore, MD	Professional Development	\$2,489
Warren, Charlotte	Natl. Council for Workforce Education	Baltimore, MD	Professional Development	\$2,267
Miller, Becky	Anatomy Physiology Symposium for Higher Education	Austin, TX	Professional Development	*\$0
Pulce-Flynn, Michelle	Federal Funding Task Force	Washington, DC	Professional Development	\$2,270
Laurent, Sarah	Organization for Associate Degree Nursing	San Diego, CA	Professional Development	\$2,817
Hovey, Christie	2023 AP Business Principles Conference	New Orleans, LA	Professional Development	*\$0



Murphy, Janelle	Radiology Educators of the Midwest	Davenport, IA	Professional Development	\$101
Murphy, Janelle	Joint Review Committee on Education in Radiologic Technology	Mount Laurel, NJ	Professional Development	*\$0
Brennan, Julie	Competency Based Education Network	Amelia Island, FL	Professional Development	\$2,664
Ralph, Nicole	College and University Professional Association for Human Resources	New Orleans, LA	Professional Development	\$2,744
Taylor, Kirsten	College and University Professional Association for Human Resources	New Orleans, LA	Professional Development	\$1,788
Reynolds, Ashley	National Association for the Education of Young Children	Nashville, TN	Professional Development	\$2,432
Riggle, Ron + 33 athletes	Baseball	Florida	Athletic Travel	\$31,236
Riggle, Ron + 33 athletes	Baseball	Vincennes, IN	Athletic Travel	\$6,234
Marsaglia, John + 23 athletes	Softball	Florida	Athletic Travel	\$26,049
Marsaglia, John + 23 athletes	Softball	Moberly, MO	Athletic Travel	\$768
Allen, Carmen	Competency Based Education Network	Amelia Island, FL	Professional Development	\$2,814
Lane, Sheridan+ 15 Students	Tasty Italia 2024	Rome, Italy	Student Trip	**\$0
Wilson, Kim +11 Students	National Black Student Union Conference	Whitewater, WI	Student Trip	\$4,525

*\*Paid by host conference*

*\*\*Paid by student, no cost to LLCC*

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Semi Tractors and Trailers

**DATE:** September 27, 2023

The College issued a request for proposals for four (4) semi tractors and trailers. The RFP was issued in conjunction with the United States Department of Commerce Economic Development Association (EDA). In addition to LLCC Board approval, this purchase is also subject to approval from Federal grant administrators.

Proposals for the tractors were evaluated on the basis of price, ability to meet required specifications, quality of extended warranty, and the percentage of parts and manufacturing that took place in the United States. Below is a summary of the tractor portion of the solicitation:

<b>Bidder</b>	<b>RFP Points</b>	<b>Bid Price Each/Total</b>
Truck Centers, Inc. (Springfield)	150	\$140,920 / \$563,681

Proposals for the trailers were evaluated on the basis of price, ability to meet required specifications, and the percentage of parts and manufacturing that took place in the United States. Below is a summary of the tractor portion of the solicitation:

<b>Bidder</b>	<b>RFP Points</b>	<b>Bid Price Each/Total</b>
Arrow Trailer & Equipment Co. (Springfield)	150	\$45,100 / \$180,400
Jim Hawk Truck Trailers (Morton)	140	\$52,700 / \$210,800

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Thursday, August 17, 2023, edition of the Jacksonville Journal-Courier; the Monday, August 21, 2023, edition of the Hillsboro Journal-News; the Thursday, August 17, 2023, edition of the Taylorville Breeze-Courier; the Friday, August 18, 2023, edition of the State Journal-Register.

In addition to the bidders above, the solicitation was also sent to: Central IL Trucks, Springfield, IL; Centre State International Trucks, Jacksonville, IL; Chicago Trailer Pool, Elgin, IL; Fleetco Inc, Nashville, TN; ILOCA Services, Aurora, IL; Pace Trailer Sales & Service; Byron Center, MI; Quality Trailer Sales, Morton, IL; Quincy Mac Sales & Service, Quincy, IL; Rush Truck Centers of IL, Springfield, IL; Tri-State International, Murray, KY.

**Budget Impact:**

Total Funds Requested:	\$595,265 Grant Funds \$148,816 Restricted Funds
Projected Revenue:	N/A
Projected Savings:	N/A

**Student Learning Impact:**

**How will proposed agenda item impact student learning?**

N/A

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

N/A

<b>MOTION:</b>	<b>Move to approve Truck Centers Inc. to provide four (4) 2025 Freightliner semi-tractors to Lincoln Land Community College with a total commitment of \$563,681, in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2024-01 and approve Arrow Trailer and Equipment Company to provide four 2024 Box Van Trailers to Lincoln Land Community College with a total commitment of \$180,400, in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2024-01.</b>
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**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Monthly Training Contract/Clinical Agreement Status Report

**DATE:** September 27, 2023

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

The Culinary Institute entered into a contract with Christian County CEO to provide an Etiquette Course. The course will be held at LLCC Taylorville in September.

LLCC Jacksonville has entered into a Facilities Usage Agreement with the National Safety Council. The National Safety Council will utilize space at LLCC Jacksonville for three dates in August and September.

LLCC Jacksonville has entered into a Facilities Usage Agreement with the National Safety Council. The National Safety Council will utilize space at LLCC Jacksonville for three dates in October.

The Continuing, Corporate, and Professional Education Department seeks ratification to enter into an Intergovernmental Agreement with the State of Illinois Department of Innovation and Technology (DOIT) to provide training to DOIT employees. The agreement will allow DOIT employees to enroll and be trained in career specific online training pathways provided by LLCC.

The Health Professions Department seeks approval to enter into an Educational Affiliation Agreement with Springfield Clinic, LLP for students enrolled in Health Professions programs. Springfield Clinic, LLP has facilities suitable for the educational needs of the students.

The Continuing, Corporate, and Professional Education Department seeks approval to enter into an Educational Affiliation Agreement with Litchfield Family Practice Center for students enrolled in the Clinical Medical Assistant Program. Litchfield Family Practice Center has facilities suitable for the educational needs of the students.

The Health Professions Department seeks approval to enter into an Educational Affiliation Agreement with Lincoln Prairie Behavioral Health Center for students enrolled in Health Professions programs. Lincoln Prairie Behavioral Health Center has facilities suitable for the educational needs of the students.

**MOTION:** Move to ratify the Intergovernmental Agreement with the State of Illinois Department of Innovation and Technology; approve the Educational Affiliation Agreement with Springfield Clinic, LLP; approve the Educational Affiliation Agreement with Litchfield Family Practice Center; and approve the Educational Affiliation Agreement with Lincoln Prairie Behavioral Health Center.

## TRAINING CONTRACTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Contract Total	Term
Christian County CEO Etiquette Course	The Culinary Institute entered into a contract with Christian County CEO to provide an Etiquette Course. The course will be held at LLCC Taylorville in September.	Christian County CEO	Culinary Institute	\$250	September 9, 2023
Facilities Usage Agreement with the National Safety Council	LLCC Jacksonville has entered into a Facilities Usage Agreement with the National Safety Council. The National Safety Council will utilize space at LLCC Jacksonville for three dates in August and September.	National Safety Council	LLCC Jacksonville	\$90	August 16 through September 19, 2023
Facilities Usage Agreement with the National Safety Council	LLCC Jacksonville has entered into a Facilities Usage Agreement with the National Safety Council. The National Safety Council will utilize space at LLCC Jacksonville for three dates in October.	National Safety Council	LLCC Jacksonville	\$90	October 3 through October 17, 2023
			<b>TOTALS</b>	<b>\$430</b>	

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

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Term
Intergovernmental Agreement with the State of Illinois Department of Innovation and Technology	The Continuing, Corporate, and Professional Education Department seeks ratification to enter into an Intergovernmental Agreement with the State of Illinois Department of Innovation and Technology (DOIT) to provide training to DOIT employees. The agreement will allow DOIT employees to enroll and be trained in career specific online training pathways provided by LLCC.	State of Illinois Department of Innovation and Technology	Continuing, Corporate, and Professional Education	September 11, 2023 through September 10, 2028
Educational Affiliation Agreement with Springfield Clinic, LLP	The Health Professions Department seeks approval to enter into an Educational Affiliation Agreement with Springfield Clinic, LLP for students enrolled in Health Professions programs. Springfield Clinic, LLP has facilities suitable for the educational needs of the students.	Springfield Clinic, LLP	Health Professions Department	August 18, 2023 through August 18, 2026
Educational Affiliation Agreement with Litchfield Family Practice Center	The Continuing, Corporate, and Professional Education Department seeks approval to enter into an Educational Affiliation Agreement with Litchfield Family Practice Center for students enrolled in the Clinical Medical Assistant Program. Litchfield Family Practice Center has facilities suitable for the educational needs of the students.	Litchfield Family Practice Center	Continuing, Corporate, and Professional Education	October 1, 2023 through October 1, 2025

Education Affiliation Agreement with Lincoln Prairie Behavioral Health Center	The Health Professions Department seeks approval to enter into an Educational Affiliation Agreement with Lincoln Prairie Behavioral Health Center for students enrolled in Health Professions programs. Lincoln Prairie Behavioral Health Center has facilities suitable for the educational needs of the students.	Lincoln Prairie Behavioral Health Center	Health Professions Department	October 20, 2023 through October 20, 2024
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**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Coastal Cloud, Salesforce Consulting and Developing Services

**DATE:** September 27, 2023

Board approval is requested to contract with Coastal Cloud for Salesforce consulting and development in the amount of \$ 64,500 for 6 months. Coastal Cloud will be contracted for an initial term of three months with the option of renewing the contract for another three months. The vendor hourly rate is \$195. A total of 300 hours is expected to be used in six months to complete implementation and configuration of Salesforce to reach a fully functioning, operational solution, and to develop a clear path forward to reach technology enhancements and college goals. Deliverables include:

- Strategic roadmap
- Business processes for:
  - Recruitment
  - Business Contact and External Relationships
- Technical capabilities of Salesforce:
  - Pardot implementation
  - Texting withing Salesforce
  - Visual Funnel Dashboards (Recruitment funnel segments and values)
  - Communication/Action map
  - Automatic application import process

**Budget Impact:**

Total Funds Requested:	\$64,500
Source of Funds:	Operational
Projected Revenue:	N/A
Projected Savings:	N/A

**Student Learning Impact:****How will proposed agenda item impact student learning?**

Help support the operation of the college by increasing our students' persistence and completion rates and resolving barriers to enrollment.

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

Improving student enrollment and retention rates.

**MOTION:** Move to approve the contract with Coastal Cloud for Salesforce consulting and developing in the amount of \$64,500 for 6 months.

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** TechGuard Security- Risk Assessment, Vulnerability Assessment, and Penetration Test

**DATE:** September 27, 2023

Board approval is requested to contract TechGuard Security to perform Information Security Risk Assessment, Vulnerability Assessment, and Network Penetration Test services.

**Combined Support Services Cost**

Service	Cost
Information Security Risk Assessment	\$ 35,000
Vulnerability Assessment	\$ 25,000
Network Penetration Test	\$ 25,000
<b>Total</b>	<b>\$ 85,000</b>

The above services are GLBA compliance requirements expected to be reported on the college's annual IT audit and cybersecurity questionnaire.

**Budget Impact:**

Total Funds Requested:	\$85,000
Source of Funds:	LPS
Projected Revenue:	N/A
Projected Savings:	N/A

**Student Learning Impact:**

**How will proposed agenda item impact student learning?**

Help support the operation of the college by identifying and mitigating Information Security risks and vulnerabilities.

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

Improving security of network computer system.

**MOTION: Move to approve the contract with TechGuard Security for Information Security Risk Assessment, Vulnerability Assessment, and Network Penetration Test services for \$85,000.**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Monthly Grant Status Report

**DATE:** September 27, 2023

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

The Aviation Department seeks ratification for the application for the Federal Aviation Administration Aviation Technical Maintenance Workers Grant. If awarded, funds will be utilized to recruit new students and support students enrolled in the College's Aviation Mechanics Program.

The Health Professions Department seeks ratification for the application for the FY24 Nurse Educator Fellowship Program Grant. If awarded, funds will be utilized to support Joi Kazenski in her continuing education as a nursing faculty member.

The Student Services Division seeks ratification for the FY24 PATH Program Grant. The funds will be utilized to recruit, retain, and support students in Health Professions programs at LLCC.

The Industrial Maintenance Program seeks ratification for the application for the Advancing Clean Energy ICCB Consortium Grant. If awarded, the funds will be utilized to purchase mobile manufacturing training equipment and support student tuition for the program.

The Construction & EHS Department seeks ratification for the application for the FY24 IGEN IEPA Grant. If awarded, funds will be utilized to construct electric vehicle charging stations at the LLCC Main Campus.

The Construction & EHS Department seeks ratification for the application for the FY24 IGEN IEPA Grant. If awarded, funds will be utilized to upgrade Montgomery Hall's lighting with more energy efficient replacements.

The Construction & EHS Department seeks ratification for the application for the FY24 IGEN IEPA Grant. If awarded, funds will be utilized to upgrade LLCC Taylorville's lighting with more energy efficient replacements.

The LLCC Child Development Center seeks ratification for the Smart Start Transition Grant. The grant funds will be used to support high-quality childcare and staffing at the Center.

The LLCC Litchfield Outreach center seeks ratification for the Montgomery County Energy Transition Community Grant. Funds will be utilized to renovate and upgrade the science labs and provide scholarships for Montgomery County high school students.

<b>MOTION:</b>	<b>Move to ratify the application for the Federal Aviation Administration Grant in the amount of \$500,000; the application for the Nurse Educator Fellowship Grant in the amount of \$10,000; the FY24 PATH grant in the amount of \$873,924; the Advancing Clean Energy Consortium Grant in the amount of \$595,000; the FY24 IGEN IEPA – EV Grant in the amount of \$65,040; the FY24 IGEN IEPA – Montgomery Hall Grant in the amount of \$117,000; the FY24 IGEN IEPA – Taylorville Grant in the amount of \$152,640; the Smart Start Transition Grant in the amount of \$104,000; AND the Montgomery County Energy Transition Community Grant in the amount of \$625,000.</b>
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**GRANT SUMMARY**  
**September 2023**

Grant Title	Brief Description	Grantor	LLCC Department / Program	LLCC Total Monetary Request	LLCC Match	Submitted	Term
Federal Aviation Administration Aviation Technical Maintenance Workers Grant	The Aviation Department seeks ratification for the application for the Federal Aviation Administration Aviation Technical Maintenance Workers Grant. If awarded, funds will be utilized to recruit new students and support students enrolled in the College's Aviation Mechanics Program.	Federal Aviation Administration	Aviation	\$500,000	\$0	Yes	January 2, 2024 through January 2, 2026
FY24 Nurse Educator Fellowship Program Grant	The Health Professions Department seeks ratification for the application for the FY24 Nurse Educator Fellowship Program Grant. If awarded, funds will be utilized to support Joi Kazenski in her continuing education as a nursing faculty member.	Illinois Board of Higher Education	Health Professions	\$10,000	\$0	Yes	July 1, 2023 through June 30, 2024
FY24 PATH Grant	The Student Services Division seeks ratification for the FY24 PATH Program Grant. The funds will be utilized to recruit, retain, and support students in Health Professions programs at LLCC.	Illinois Community College Board	PATH	\$873,924	\$0	Yes	July 1, 2023 through June 30, 2024
Advancing Clean Energy ICCB Consortium Grant	The Industrial Maintenance Program seeks ratification for the application for the Advancing Clean Energy ICCB Consortium Grant. If awarded, the funds will be utilized to purchase mobile manufacturing training equipment and support student tuition for the program.	Illinois Community College Board	Industrial Maintenance	\$595,000	\$0	Yes	January 1, 2024 through December 31, 2025
FY24 IGEN IEPA Grant – EV Stations	The Construction & EHS Department seeks ratification for the application for the FY24 IGEN IEPA Grant. If awarded, funds will be utilized to construct electric vehicle charging stations at the LLCC Main Campus.	Illinois Green Economy Network	Construction & EHS	\$65,040	\$5,500	Yes	July 1, 2023 through May 31, 2024

**GRANT SUMMARY**  
**September 2023**

FY24 IGEN IEPA Grant – Montgomery Hall Lighting	The Construction & EHS Department seeks ratification for the application for the FY24 IGEN IEPA Grant. If awarded, funds will be utilized to upgrade Montgomery Hall's lighting with more energy efficient replacements.	Illinois Green Economy Network	Construction & EHS	\$117,000	\$13,500	Yes	July 1, 2023 through May 31, 2024
FY24 IGEN IEPA Grant – Taylorville Lighting	The Construction & EHS Department seeks ratification for the application for the FY24 IGEN IEPA Grant. If awarded, funds will be utilized to upgrade LLCC Taylorville's lighting with more energy efficient replacements.	Illinois Green Economy Network	Construction & EHS	\$152,640	\$16,000	Yes	July 1, 2023 through May 31, 2024
Smart Start Transition Grant	The LLCC Child Development Center seeks ratification for the Smart Start Transition Grant. The grant funds will be used to support high-quality childcare and staffing at the Center.	Illinois Network of Child Care Resource and Referral Agencies	Child Development Center	\$104,000	\$0	Yes	October 1, 2023 through September 30, 2024
Montgomery County Energy Transition Community Grant	The LLCC Litchfield Outreach center seeks ratification for the Montgomery County Energy Transition Community Grant. Funds will be utilized to renovate and upgrade the science labs and provide scholarships for Montgomery County high school students.	Montgomery County	LLCC Litchfield	\$625,000	\$0	Yes	July 1, 2023 through June 30, 2025
<b>TOTAL</b>				\$3,042,604	\$35,000		



**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Construction Training Lab – Selection of Architectural Firm

**DATE:** September 27, 2023

At the August 23, 2023, Board meeting this project was approved to create a Construction Training Lab in the lower level of Sangamon Hall South. This project will allow the Workforce Training Institute Construction program to offer construction-related training to better meet the needs for businesses and labor unions in the area. The project will include a lab, classrooms, offices, and restroom upgrades in the lower level of Sangamon Hall South. John Shafer & Associates, Inc. (JSA), Springfield, IL, has agreed to provide design services for this project. JSA is proposing a fee of \$275,800 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:	\$275,800
Source of Funds:	O & M Restricted Fund
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 John Shafer & Associates, Inc. in the amount of \$275,800 to provide design services for the Construction Training Lab project.**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Emergency Deferred Maintenance Capital Project for Exterior Door Security Upgrades –Genetec Software Upgrade

**DATE:** September 27, 2023

The Board approved the Emergency Deferred Maintenance Capital Project for Exterior Door Security Upgrades to install electromagnetic lock upgrades and software solution that will lock down building doors in the event of an emergency at the August 2020 meeting.

The College uses the Genetec software for the security cameras and the door security. During the material ordering process for this project, it was discovered that the Genetec Software platform will need to be upgraded with a required 5-year software maintenance agreement due to the quantity of devices that will be monitored when all cameras and door access controls are on-line. The Genetec Software Upgrade is not part of the Exterior Door Security Upgrades project scope; however, the software upgrade is required to complete the project.

Senergy Electric, Inc. is the authorized representative of Genetec software in our area and is the contractor that is completing the Exterior Door Security Upgrades project. Senergy has proposed a five (5) year Genetec Software Maintenance (Advantage Plan) totaling \$40,977.88, with an additional forty (40) hours of on- or off-site service support provided by Senergy to troubleshoot any issues with cameras, door security access, programming, etc. up to \$4,200.21. Note that only the hours used of the \$4,200.21 will be billed to the college. The total cost of the software upgrades and additional service hours in the amount of \$45,178.09 will be funded with Liability, Protection and Settlement.

**Budget Impact:**

Total Funds Requested:	\$45,178.09
Source of Funds:	Liability, Protection and Settlement
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 Genetec Software Upgrade proposal in the amount of \$45,178.09 from Senegy Electric, Inc. to complete the Exterior Door Security Upgrades Project at LLCC's Main Campus.**

### ***III. Action Agenda***

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** New Board Policy – Board Policy 1.28 - Expressive Activity on Campus

**DATE:** August 23, 2023

The following is a proposed new Board Policy:

**Policy Statement:**

*It is the policy of the College to promote the free exchange of ideas while maintaining safe, secure, and efficient educational operations for the benefit of students, staff and visitors to campus. Expressive activities on campus shall be subject to reasonable regulation in respect to the time, place and manner of such activities, but shall not be subject to restriction due to content or viewpoint. Use of College property as a venue for expressive activities shall not imply or signify the College's endorsement, sponsorship, approval, or disapproval of any view expressed during the course of such activities.*

*Expressive Activities Defined*

*Expressive activities shall include speeches, circulation of petitions, marches, rallies, protests, assemblies, and/or any public demonstration on College property.*

*Scope*

*This policy shall apply to all College facilities but shall not apply to the use of any College area where employees are acting in the course of their job duties and responsibilities. Further, this policy shall not apply to any person or organization desiring to advertise or sell merchandise or services for commercial purposes on campus.*

*Expressive Activities By Current Students and Registered Student Groups*

*Current students and registered student groups may use any publicly accessible outdoor College space to engage in expressive activities that may include speakers, nonviolent expression, distribution of literature, displaying of signage, circulation of petitions and advocacy for or against any right or activity protected by the United States Constitution, the Constitution of the State of Illinois, any federal, state, or local law, and/or the policies or practices of the College. Any such use of publicly accessible outdoor space (other than parking lots or driveways) need not require prior notification or permission. The use of walkways or other common areas may not block the free passage of students, staff and visitors to campus nor impede the efficient operation*

*of the College. Amplification during expressive activities shall be restricted if it interferes with College operations.*

#### *Expressive Activities By Visitors to College*

*Members of the public who are not current students or members of registered student organizations must receive permission before engaging in expressive activity at any College facility. Requests to schedule expressive activities shall be submitted to the Vice President of Administrative Services. Requests must be made in writing and submitted to the Vice President during regular business hours at least 48 hours prior to the proposed commencement of the expressive activity. At a minimum, any such request shall include the name, address, telephone number and email address of the requesting person, the date and hours requested for the expressive activity, the outdoor area requested for use, and the number of anticipated participants. In order to assure the maintenance of efficient College operations, and to maintain public safety on College grounds, the Vice President (or designee) has been authorized to approve or deny an application for expressive activity provided, however, that the Vice President or designee shall not take the content of the proposed activity into consideration when approving or denying an application. The Vice President or designee's decision in response to any such request shall be made no later than one business day following receipt of the request.*

#### *Rules Governing Use of College Grounds*

*Expressive activity on College grounds shall be subject to the following:*

- Unless otherwise approved in advance by the **Vice President, Student Services**, expressive activity may occur during regular College business hours.*
- Expressive activity shall not block any building entrance or exit, or impede access to parking lots, athletic fields, or outdoor educational facilities.*
- Expressive activity shall not interfere with the educational mission of the College or any College business.*
- Expressive activity shall not deface or damage any College property, including landscaping features, utility lines and equipment, walkways and parking lots, fences, signage, monuments and works of art.*
- Expressive activity shall not create or promote a threat to public safety or security as determined by the College's police department.*
- Expressive activity shall not violate any law or College policy and shall not entail any harassment, bullying or intimidation of any individual, **or group**.*

*College programming that includes camping or sleeping overnight on College grounds shall not be allowed except with express written approval of the **Vice President, Student Services**.*

*Expressive activity inside College buildings is prohibited except as authorized pursuant to Board Policy 7.1 (Use of College Facilities), or as authorized by the **Vice President, Student Services** (current students) and Vice President, Administrative Services (visitors) when inclement weather conditions or other circumstances recommend against outdoor expressive activities.*

*Signs, banners, or structures of any kind used in connection with an expressive activity shall be freestanding and shall be removed upon conclusion of the activity.*

#### *Enforcement*

*Any suspected violation of this policy by a student or a student group should be reported to the Vice President, Student Services, and any suspected violation by a visitor or visitors to campus should be reported to the Vice President of Administrative Services. Reported violations shall be promptly investigated and result in appropriate enforcement response, if warranted. The College reserves the right to stop any expressive activity that materially interferes with or disrupts the educational process or normal activities of the College. Any person who violates this policy may be subject to an order to vacate College property, and any employees or students who violate this policy may be subject to discipline in accordance with College policies and procedures.*

This change was presented last month for a first reading and is submitted for Board approval this evening.

<b>MOTION:</b>	<b>Move to approve new Board Policy 1.28 - Expressive Activity on Campus.</b>
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**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Fiscal Year 2024 Budgets

**DATE:** September 27, 2023

Included under separate cover is the final draft of the Fiscal Year 2024 Operating Budget. There have been no changes to the Tentative Budget except for updating FY2023 fund balances at year end. The FY 2024 Final Operating Budget in draft form, is balanced and provides for revenues of \$54,607,550 and expenditures of \$54,607,550.

The tax levy that will come before the Board in December of 2023 will provide for the extension of property tax in the calendar year 2023. In accordance with GASB 34, the FY 2024 budget reflects 50% of the revenue from the calendar year 2022 levy as well as 50% of the projected revenues from the calendar year 2023 levy.

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

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

Also presented are budgets for the following:

- Operations & Maintenance Restricted (Fund 03) is restricted to construction and other capital expenditures. Funding is provided from Protection Health and Safety annual tax levy funds and monies accumulated in the Operations and Maintenance Fund.
- Auxiliary or Independent Operations (Fund 05) accounts for expenditures for cost centers for which a fee is charged for students/staff, and the activity is intended to be self-sufficient, such as the bookstore, food service, LLCC-Medical District, Child Development Center and Community Programming.
- Employee Benefit (Fund 16) serves as the College's self-insurance fund.
- Restricted Purpose Grants (Fund 06) includes monies restricted by state grants, federal grants and internal College restrictions.

- Trust & Agency (Fund 10) is used for Student Club monies or other funds for which the College is holding in a custodial or agency relationship.
- Working Cash (Fund 07) is the “internal bank” which allows the College to meet cash flow needs.
- Federal Financial Aid (Fund 17) is used for pass through funds from state and federal agencies for student financial aid.

The FY 2024 Final Budget before you includes estimated revenues sufficient to meet or exceed expenditures in all funds with the exception of the Operations & Maintenance Restricted Fund and Restricted Purposes Fund which all have sufficient carry forward fund balance to fund expenditures.

I will provide further information as requested at the meeting.

<b>MOTION:</b>	<b>Move (1) to adopt the attached resolution approving the FY 2024 Operating Budget and (2) to approve the FY 2024 Capital Budget as presented.</b>
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## **FISCAL YEAR 2024 BUDGET RESOLUTION**

**WHEREAS**, the Board of Trustees of Community College, District No. 526, Counties of Bond, Cass, Christian, DeWitt, Fayette, Greene, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Sangamon and Scott and State of Illinois, cause to be prepared in tentative form a budget for said district for the fiscal year beginning July 1, 2023 and ending June 30, 2024; and

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

**WHEREAS**, the Secretary of said Board of Trustees arranged for and there was held a public hearing as to such budget on September 27, 2023; and

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

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

### **NOW, THEREFORE, BE IT RESOLVED:**

Section 1. That the fiscal year for the district is declared as being July 1, 2023 and ending June 30, 2024.

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

\_\_\_\_\_  
Chair, Board of Trustees

ATTEST: \_\_\_\_\_  
Secretary, Board of Trustees

#### ***IV. Information Items***

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Position Vacancies and Hires

**DATE:** September 27, 2023

**POSITION VACANCIES**

**Classified**

Administrative Assistant to the Dean, English & Humanities (FT)  
Child Development Assistant (FT) - 2  
Enrollment Services Representative (FT)  
Facilities Office Coordinator (FT)  
Information Technology Specialist (FT)

**Professional**

Compliance and Prevention Coordinator (FT)  
Curriculum Specialist (FT)  
Employee Benefits and Retention Coordinator (FT)  
Instructional Designer (FT)  
Marketing Manager (FT)  
Nursing Retention Specialist (FT)  
Police Officer (FT)  
Program Navigator, PATH (FT) - 2  
Writing Center Specialist (FT)

**Full-time Faculty**

Integrated Media Design Instructor

**NEW HIRES**

Andrew Veith	Building Custodian	10/02/2023
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**TRANSFERS**

Calvin Walter	Facilities Reservations Technician	09/11/2023
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**PROMOTIONS**

Carley Young	Retention Specialist	10/02/2023
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**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Construction Progress Update

**DATE:** September 27, 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**

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

**PHS Projects – FY22**

**Main Campus Exterior Lighting Upgrade Phase 2**  
This project is complete.

**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**  
The project is under way.

**PHS Projects – FY23**

**Main Campus Exterior Lighting Upgrade Phase 3**  
The project is under way.

**Main Campus Parking Lot, Drives & Signage**  
The project is substantially complete.

**Door Access & Security Alarm Upgrades**  
The project is under way.

**Sangamon Hall Dust Collection & Gas Safety**

The project is under way.

**Sangamon & Cass Mechanical Upgrades**

We are in the process of re-evaluating the scope to determine the next steps for this project.

**Small Projects – FY23****Main Campus Classrooms Upgrades and Taylorville Flooring Replacement**

The project is substantially complete.

**Deferred Maintenance Capital Project (CDB Managed)****Generators for South Side of Main Campus**

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

**Exterior Door Security Upgrades**

The project is under way.

**Fire Alarm System Upgrades**

CDB contacted the college in late 2022 to inquire about local share of funds for the above referenced project. We have not heard from CDB since that time on the status of this project.

**Capital Renewal****Renovate and Expand Student Services (CDB Managed)**

The project is under way. There were a few unforeseen conditions that arose after demolition. We are working through resolution with the A/E and CDB at this time. Metal stud layout, mechanical, electrical, and plumbing rough-in continues.

**Restricted O & M****Renovate Millennium and Lower-level Sangamon**

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

**Construction Training Lab**

This project will allow the Workforce Training Institute Construction program to offer construction-related training to better meet the needs for businesses and labor unions in the area. The project will include a lab, classrooms, offices, and restroom upgrades in the lower level of Sangamon Hall South. We are working with John Shafer & Associates to finalize the design.

## **Foundation**

### **Kreher Greenhouse – (Informational Item)**

The project is substantially complete.

## **EDA Cares Act Grant**

### **Renovate and Expand Campus Training Facilities**

Phase 2 TDT Expansion, Storage Building, Logan Hall:

We are working with BLDD on design for both the Storage Building and Logan Hall.

## **Restricted Space Configuration Funds**

### **Diesel Lab Renovation**

The project is substantially complete with the exception of the floor refinishing, this will occur over Winter Recess.

## **HUD Economic Development Grant**

### **Truck Driver Training Expansion**

This project includes expansion of the truck driver training lot to provide space for usage by additional trucks and trailers which will allow an increase in enrollment in the Truck Driver Training program. We have submitted a budget and project narrative to HUD and are awaiting their review/response.

## **Excess PHS & Insurance**

### **Baseball Dugout Code Compliance Upgrades**

This project includes removal of the remaining dugout and replacement with two 12'x72' dugouts, protective netting/fencing, accessibility upgrades to meet current code requirements and some mechanical, electrical, and plumbing work at the baseball field. We are working with John Shafer & Associates to finalize the design.



## AGENDA MASTER CALENDAR

<p style="text-align: center;"><b>OCTOBER 2023</b></p> <ul style="list-style-type: none"> <li>• PHS Projects</li> <li>• Board Meeting 10/25/23</li> </ul>	<p style="text-align: center;"><b>NOVEMBER 2023</b></p> <ul style="list-style-type: none"> <li>• Financial Audit Review</li> <li>• Board Meeting <b>11/20/23*</b></li> </ul> <p style="text-align: center;">*note date change</p>	<p style="text-align: center;"><b>DECEMBER 2023</b></p> <ul style="list-style-type: none"> <li>• Adopt CY23 Property Tax Levy</li> <li>• Board Meeting 12/11/23</li> </ul>	<p style="text-align: center;"><b>JANUARY 2024</b></p> <ul style="list-style-type: none"> <li>• Spring Adjunct Faculty Listing</li> <li>• General Obligation Alternate Bond Levy Abatement</li> <li>• Board Meeting 1/24/24</li> </ul>
<p style="text-align: center;"><b>FEBRUARY 2024</b></p> <ul style="list-style-type: none"> <li>• Sabbatical Leaves</li> <li>• Approval of Faculty Positions</li> <li>• Faculty Tenure &amp; Continuing Employment Recommendations</li> <li>• Board Meeting 2/28/24</li> </ul>	<p style="text-align: center;"><b>MARCH 2024</b></p> <ul style="list-style-type: none"> <li>• Administrative Positions</li> <li>• Board Meeting 3/27/24</li> </ul>	<p style="text-align: center;"><b>APRIL 2024</b></p> <ul style="list-style-type: none"> <li>• Seating of Student Trustee</li> <li>• Foundation Gala 4/27/24</li> <li>• Board Meeting 4/24/24</li> </ul>	<p style="text-align: center;"><b>MAY 2024</b></p> <ul style="list-style-type: none"> <li>• Student Recognition</li> <li>• Employee Recognition</li> <li>• Commencement 5/17/24</li> <li>• Board Meeting 5/22/24</li> </ul>
<p style="text-align: center;"><b>JUNE 2024</b></p> <ul style="list-style-type: none"> <li>• Summer Adjunct Faculty Listing</li> <li>• Budget Workshop</li> <li>• Board Meeting 6/26/24</li> </ul>	<p style="text-align: center;"><b>JULY 2024</b></p> <ul style="list-style-type: none"> <li>• FY25 Tentative Budget</li> <li>• Board Meeting 7/24/24</li> </ul>	<p style="text-align: center;"><b>AUGUST 2024</b></p> <ul style="list-style-type: none"> <li>• Board Meeting 8/28/24</li> </ul>	<p style="text-align: center;"><b>SEPTEMBER 2024</b></p> <ul style="list-style-type: none"> <li>• Budget Adoption/Public Hearing</li> <li>• Fall Adjunct Faculty Listing</li> <li>• Board Meeting 9/25/2024</li> </ul>

## ***V. Strategic Discussion***