
LLCC Board of Trustees Regular Meeting

October 25, 2023

Gordon Gates, Chair

Wayne Rosenthal, Vice Chair

Samantha Enz, 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**

**AGENDA
REGULAR MEETING**

Wednesday, October 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 October 25, 2023 Meeting
- D. Introductions and Recognitions
- E. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of September 27, 2023
- B. Ratify Payments of Cash Disbursements for September and the September Treasurer's Report
- C. Out-of-State Travel
 - 1. Ratification of Out-of-State Travel
 - 2. Approval of Out-of-State Travel
- D. Budget/Financial Items
- E. Purchasing
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report
 - 2. E2E Advising
 - 3. Global Water Technology
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
 - 1. Baseball Dugout Code Compliance Upgrades – Contractor Recommendation
- J. Other Items

III. Action Agenda

- A. Policies
- B. Academic Services Division Items
- C. Student Services Division Items
- D. Administrative Services Division Items
 - 1. Approval of FY24 Protection, Health & Safety Projects
- E. Information Technology Items
- F. Executive Division Items

IV. Information Items

- A. Staff Reports
 - 1. Academic Services
 - 2. Student Services
 - 3. Administrative Services
 - a. Position Vacancies and Hires ...
 - b. Construction Progress Update
 - 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 Classified Staff
- F. Report from Professional Staff
- G. Report from Facilities Services Council
- H. Chairman's Report
- I. Secretary's Report
- J. Foundation Report
- K. Other Board Members' Reports

V. Strategic Discussion

- A. Accessibility Services

VI. Executive Session

- A. Personnel Matters
- B. Pending /Imminent Legal Matters

VII. Actions from Open/Executive Session

- A. Approval of Personnel Matters

VIII. Adjournment

I. Preliminary Matters

II. Consent Agenda

AGENDA ITEM II.B

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

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

DATE: October 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 September, 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 September 30, 2023.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during September 2023, and ratify the September 30, 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: October 25, 2023

Name	Meeting	Location	Purpose	Amount
Parton, Rebecca	Instructional Technology Council	Las Vegas, NV	Professional Development	\$1,845
Harmon, Bill +2 students	Ag Future of America Conference	Kansas City, MO	Student Trip	\$1,143
Riggle, Ron	American Baseball Coaches Association	Dallas, TX	Professional Development	*\$0
Warren, Charlotte	American Assoc. of Community Colleges	Pentagon City, VA	Professional Development	\$2,000
Wilson, Kim + 10 students	National Black Student Union Conference	Whitewater, WI	Student Trip	\$4,525
Wilson, Diane	Committee on Accreditation for Education in Neurodiagnostic Technology	New Orleans, LA	Professional Development	*\$0
Gleckler, Bryan	AACC	Louisville, KY	Professional Development	\$2,444
Byer, Shanda	AACC	Louisville, KY	Professional Development	\$2,444
Warren, Charlotte	AACC Workforce Development Institute	New Orleans, LA	Professional Development	\$1,977

**Paid by Conference*

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: October 25, 2023

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

LLCC Jacksonville has entered into a Facilities Usage Agreement with the Nestle Corporation. The Nestle Corporation will utilize space at LLCC Jacksonville for two dates 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 November.

The Continuing, Corporate, and Professional Education Department has entered into a contract with the Office of the Senate President to provide Microsoft Office 2016 training. Three courses will be held at the LLCC Medical District in October and November.

The Health Professions Department seeks approval to enter into a Clinical Site Agreement with Litchfield Health and Rehab Center for students enrolled in the Basic Nursing Assistant Program. Litchfield Health and Rehab Center has facilities suitable for the educational needs of the students.

The Health Professions Department seeks approval to enter into a Clinical Site Agreement with Pana Health and Rehab Center for students enrolled in the Basic Nursing Assistant Program. Pana Health and Rehab Center has facilities suitable for the educational needs of the students.

MOTION: Move to approve the clinical site agreement with Litchfield Health and Rehab Center and the clinical site agreement with Pana Health and Rehab Center.

TRAINING CONTRACTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Contract Total	Term
Facilities Usage Agreement with Nestle Corporation	LLCC Jacksonville has entered into a Facilities Usage Agreement with the Nestle Corporation. The Nestle Corporation will utilize space at LLCC Jacksonville for two dates in September.	Nestle Corporation	LLCC Jacksonville	\$60	September 26 and 28, 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 November.	National Safety Council	LLCC Jacksonville	\$110	November 8, 17, and 21, 2023
Office of the Senate President	The Continuing, Corporate, and Professional Education Department has entered into a contract with the Office of the Senate President to provide Microsoft Office 2016 training. Three courses will be held at the LLCC Medical District in October and November.	Office of the Senate President	Continuing, Corporate, and Professional Education	\$4,500	October 30- November 15, and 28, 2023
			TOTALS	\$4,670	

CLINICAL SITE, AFFILIATION, ARTICULATION, & TRAINING AGREEMENTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Term
<p align="center">Clinical Site Agreement with Litchfield Health and Rehab Center</p>	<p>The Health Professions Department seeks approval to enter into a Clinical Site Agreement with Litchfield Health and Rehab Center for students enrolled in the Basic Nursing Assistant Program. Litchfield Health and Rehab Center has facilities suitable for the educational needs of the students</p>	<p align="center">Litchfield Health and Rehab Center</p>	<p align="center">Health Professions Department / Basic Nursing Assistant</p>	<p align="center">November 1, 2023 through Indefinite</p>
<p align="center">Clinical Site Agreement with Pana Health and Rehab Center</p>	<p>The Health Professions Department seeks approval to enter into a Clinical Site Agreement with Pana Health and Rehab Center for students enrolled in the Basic Nursing Assistant Program. Pana Health and Rehab Center has facilities suitable for the educational needs of the students.</p>	<p align="center">Pana Health and Rehab Center</p>	<p align="center">Health Professions Department / Basic Nursing Assistant</p>	<p align="center">November 1, 2023 through Indefinite</p>

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: E2E Advising
DATE: October 25, 2023

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

Budget Impact:

Total Funds Requested:	\$31,500
Source of Funds:	Operating Funds
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

E2E Advising will provide advisors and students with critical advising appointment management tools.

How will proposed agenda item be measured?

The college will be able to continue to use online technology for the smooth operation of the institution and to improve learning.

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

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Global Water Technology

DATE: October 25, 2023

The College uses Global Water Technology, Inc. for HVAC water treatment in the Sangamon Hall and Workforce central plants. Water treatment maintains and protects equipment, reduces energy consumption, and prevents biological fouling. Global Water Technology has proposed a three-year renewal agreement at an annual cost of \$9,491.28 for a total of \$28,473.84.

Budget Impact:

Total Funds Requested:	\$28,473.84
Source of Funds:	Operating Funds
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

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

How will proposed agenda item be measured?

By efficiently maintaining the cooling tower systems and closed loop systems in Sangamon Hall and Workforce central plants.

MOTION: Move to approve the three-year agreement with Global Water Technology, Inc. in the amount of \$28,473.84.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: October 25, 2023

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

The Workforce Institute seeks ratification for the application for the Perkins Innovation and Modernization Grant. If awarded, funds will be utilized to purchase mobile training units and enroll high school students concurrently to achieve certificates in Industrial Maintenance.

MOTION: Move to ratify the application for the Perkins Innovation and Modernization Grant in the amount of \$837,500.

GRANT SUMMARY
October 2023

Grant Title	Brief Description	Grantor	LLCC Department / Program	LLCC Total Monetary Request	LLCC Match	Submitted	Term
Perkins Innovation and Modernization Grant	The Workforce Institute seeks ratification for the application for the Perkins Innovation and Modernization Grant. If awarded, funds will be utilized to purchase mobile training units and enroll high school students concurrently to achieve certificates in Industrial Maintenance.	Illinois Community College Board	Workforce Institute/ Industrial Maintenance	\$837,500	\$543,750	Yes	January 1, 2024 through December 31, 2029
TOTAL				\$837,500	\$543,750		

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Baseball Dugout Code Compliance Upgrades – Contractor Recommendation

DATE: October 25, 2023

Sealed proposals were requested for the Baseball Dugout Code Compliance Upgrades Project and were received at the Construction Manager’s Office on October 10th. The scope of the project includes removal of the remaining dugout and replacement with two 10’x72’ dugouts, protective netting/fencing, accessibility upgrades to meet current code requirements and some mechanical, electrical, and plumbing work at the baseball field.

A tabulation of those proposals are as follows:

Contractor	Base Bid
CAD Construction, Inc. Tremont, IL	\$568,500
Johnco Construction, Inc. Mackinaw, IL	\$657,200
Limbaugh Construction Co., Inc. Granite City, IL	\$596,000
R.L. Vollintine Springfield, IL	\$796,000

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Sunday, October 8, 2023, edition of the State Journal Register.

Budget Impact:

Total Funds Requested: \$568,500
(\$568,500 Bid Amount + \$0 Contingency)

Source of Funds: Excess PHS & Insurance

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 from CAD Construction, Inc. in the amount of \$568,500 to complete the Baseball Dugout Code Compliance Upgrades Project at LLCC's Main Campus pending successful negotiation of deductive change orders to reduce the project cost to the available budget.

III. Action Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Approval of FY24 Protection, Health, and Safety Projects

DATE: October 25, 2023

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

Project Title	Cost Estimate
Interior Wayfinding Phase 1: Install new interior wayfinding in Menard Hall (including new Student Services), Sangamon Hall, and A. Lincoln Commons.	\$248,200
Jacksonville Storefront & Exterior Wayfinding: Replace storefront including exterior doors and windows with energy efficient materials, improve ADA accessibility, and upgrade exterior wayfinding signage on building.	\$384,300
Mechanical Upgrades: Upgrade hot water expansion tanks in Sangamon Hall South, install redundant refrigeration system in Workforce Careers Center, and replace condensing unit at Jacksonville.	\$434,600
Security Alarm & Secure Access Upgrades Phase 2: Install exterior door access control and upgrade security alarm systems as needed at Maintenance Building at the Main Campus, Child Development Center, Jacksonville, Litchfield, Levi, Ray and Shoup Aviation Center, and Taylorville.	\$532,900
Softball Dugout Code Compliance Upgrades: Replace existing dugouts and upgrade protective netting/fencing, accessibility, mechanical, electrical, plumbing and site improvements to meet current code requirements at the softball field.	\$400,000
Total PHS Projects	\$2,000,000

The budgets for the above projects include additional contingency (above and beyond what is typically included) to allow for unknown issues due to inflation and supply chain delays.

Budget Impact:

Total Funds Requested:	\$2,000,000
Source of Funds:	Protection, Health, and Safety Funds
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

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

How will proposed agenda item be measured?

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

<p>MOTION: Move to approve the resolutions authorizing the listed projects to be undertaken as Protection, Health, and Safety (PHS) projects for Fiscal Year 2024.</p>

Resolution to Approve Protection, Health, and Safety Project for Interior Wayfinding Phase 1

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

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

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

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

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

WHEREAS, the project recommended for repair and alteration is Interior Wayfinding Phase 1, in the amount of \$248,200.

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

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

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

3. There are not sufficient funds available in the Operation and Maintenance Fund of Lincoln Land Community College District #526 to complete the project set forth above.
4. The cost of the project set forth above, as determined in the certified estimate of a licensed architect or engineer, shall be financed in accordance with Recital C as stated above, in the total dollar amount of \$248,200.
5. Note that Public Act 099-0655 effective July 1, 2016, eliminates the need to have locally funded projects approved by the ICCB. Once approval has been obtained from the LLCC Board the projects can be bid and the work commenced, and no application forms need to be submitted to ICCB.

Signature _____ Witness _____
Chair of Board Secretary of Board

**Resolution to Approve Protection, Health, and Safety Project for
Jacksonville Storefront & Exterior Wayfinding**

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

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

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

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

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

WHEREAS, the project recommended for repair and alteration is Jacksonville Storefront & Exterior Wayfinding, in the amount of \$384,300.

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

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

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

3. There are not sufficient funds available in the Operation and Maintenance Fund of Lincoln Land Community College District #526 to complete the project set forth above.
4. The cost of the project set forth above, as determined in the certified estimate of a licensed architect or engineer, shall be financed in accordance with Recital C as stated above, in the total dollar amount of \$384,300.
5. Note that Public Act 099-0655 effective July 1, 2016, eliminates the need to have locally funded projects approved by the ICCB. Once approval has been obtained from the LLCC Board the projects can be bid and the work commenced, and no application forms need to be submitted to ICCB.

Signature _____ Witness _____
Chair of Board Secretary of Board

Resolution to Approve Protection, Health, and Safety Project for Mechanical Upgrades

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

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

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

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

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

WHEREAS, the project recommended for repair and alteration is Mechanical Upgrades, in the amount of \$434,600.

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

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

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

3. There are not sufficient funds available in the Operation and Maintenance Fund of Lincoln Land Community College District #526 to complete the project set forth above.
4. The cost of the project set forth above, as determined in the certified estimate of a licensed architect or engineer, shall be financed in accordance with Recital C as stated above, in the total dollar amount of \$434,600.
5. Note that Public Act 099-0655 effective July 1, 2016, eliminates the need to have locally funded projects approved by the ICCB. Once approval has been obtained from the LLCC Board the projects can be bid and the work commenced, and no application forms need to be submitted to ICCB.

Signature _____ Witness _____
Chair of Board Secretary of Board

**Resolution to Approve Protection, Health, and Safety Project for
Security Alarm & Secure Access Upgrades Phase 2**

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

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

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

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

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

WHEREAS, the project recommended for repair and alteration is Security Alarm & Secure Access Upgrades Phase 2, in the amount of \$532,900.

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

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

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

3. There are not sufficient funds available in the Operation and Maintenance Fund of Lincoln Land Community College District #526 to complete the project set forth above.
4. The cost of the project set forth above, as determined in the certified estimate of a licensed architect or engineer, shall be financed in accordance with Recital C as stated above, in the total dollar amount of \$532,900.
5. Note that Public Act 099-0655 effective July 1, 2016, eliminates the need to have locally funded projects approved by the ICCB. Once approval has been obtained from the LLCC Board the projects can be bid and the work commenced, and no application forms need to be submitted to ICCB.

Signature _____ Witness _____
Chair of Board Secretary of Board

**Resolution to Approve Protection, Health, and Safety Project for
Softball Dugout Code Compliance Upgrades**

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

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

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

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

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

WHEREAS, the project recommended for repair and alteration is Softball Dugout Code Compliance Upgrades, in the amount of \$400,000.

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

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

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

3. There are not sufficient funds available in the Operation and Maintenance Fund of Lincoln Land Community College District #526 to complete the project set forth above.
4. The cost of the project set forth above, as determined in the certified estimate of a licensed architect or engineer, shall be financed in accordance with Recital C as stated above, in the total dollar amount of \$400,000.
5. Note that Public Act 099-0655 effective July 1, 2016, eliminates the need to have locally funded projects approved by the ICCB. Once approval has been obtained from the LLCC Board the projects can be bid and the work commenced, and no application forms need to be submitted to ICCB.

Signature _____ Witness _____
Chair of Board Secretary of Board

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: October 25, 2023

POSITION VACANCIES

Classified

Administrative Assistant to the Dean, English & Humanities (FT)
Advancement Program Specialist (FT)
Child Development Assistant (FT) – 2
Course Materials Coordinator (FT)
Facilities Office Coordinator (FT)

Professional

Compliance and Prevention Coordinator (FT)
Concurrent Enrollment Coordinator (FT)
Early Childhood Education Advocate (FT)
Instructional Designer (FT)
Police Officer (FT)
Student Success Coach I (FT)
Writing Center Specialist (FT)

Administrator

Dean, English & Humanities
Director, Community Education

Full-time Faculty

Integrated Media Design Instructor

RETIREMENTS

John Ryan	Building Custodian	10/31/2023
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RESIGNATIONS

Crystal Parnell	Building Custodian	10/13/2023
Sierra Peterson	Program Navigator, WEI	10/13/2023

PROMOTIONS

Lindsey Weihmeir	Registration Manager	10/01/2023
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TRANSFERS

Robin Ackman	Curriculum Specialist	10/09/2023
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NEW HIRES

Adam Kurfman	Information Technology Specialist	10/16/2023
Johanna O'Brien	Marketing Manager	10/16/2023
Sarah Payne	Program Navigator, PATH	10/02/2023
Sarah Stucki	Enrollment Services Representative	10/30/2023

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: October 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

Water Infiltration Remediation Main Campus Phase 2

The project is substantially complete.

PHS Projects – FY22

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 substantially complete.

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. 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 is currently in the design phase. We anticipate bidding the project in Spring 2024.

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

Our recommendation is before you tonight.

AGENDA MASTER CALENDAR

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

V. Strategic Discussion

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Accessibility Services

DATE: October 25, 2023

Kim Eddings, Director Accessibility Services, will provide an overview of Accessibility Services.