
LLCC Board of Trustees Regular Meeting

November 20, 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**

Monday, November 20, 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 November 20, 2023 Meeting
- D. Introductions and Recognitions
- E. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of October 25, 2023
- B. Ratify Payments of Cash Disbursements for October and the October Treasurer's Report
- C. Out-of-State Travel
 - 1. Ratification of Out-of-State Travel
 - 2. Approval of Out-of-State Travel
- D. Budget/Financial Items
- E. Purchasing
 - 1. EMS Ambulance
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report
 - 2. Annual Data Cookbook System Subscription and Support Services Contract
 - 3. Salesforce CRM System Annual Agreement Renewal
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
 - 1. Baseball Dugout Code Compliance Upgrades – Change Order
 - 2. Electric Vehicle Charging Stations Phase 1 – Contractor Recommendation
- J. Other Items

III. Action Agenda

- A. Policies
 - 1. Revision to Board Policy 8.12 – Leaves
- B. Academic Services Division Items
 - 1. Summary of Curriculum Changes for 2024-2025 Catalog
- C. Student Services Division Items
- D. Administrative Services Division Items

- 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

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 October and the
October Treasurer's Report

DATE: November 20, 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 October, 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 October 31, 2023.

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

AGENDA ITEM II.C.1

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Ratification of Out-of-State Travel
DATE: November 20, 2023

Name	Meeting	Location	Date	Account	Amount
McDannald, Katie + 6 Students	Jacksonville Activities Board visited Mark Twain attractions	Hannibal, MO	Oct 13, 2023	Club Travel	\$475

AGENDA ITEM II.C.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Out-of-State Travel

DATE: November 20, 2023

Name	Meeting	Location	Purpose	Amount
Parton, Rebecca	Instructional Technology Council Board Meeting & Conf.	Las Vegas, NV	Professional Development	\$1,845
Constant, Marlena	Early Care and Education Pathway to Success Conf.	Sacramento, CA	Professional Development	\$2,130*
Watkins, Danyle	Early Care and Education Pathway to Success Conf.	Sacramento, CA	Professional Development	\$2,130*
Sweet, Nancy	Workforce Development Institute	New Orleans, LA	Professional Development	\$2,729
Bretz, Laurel	Workforce Development Institute	New Orleans, LA	Professional Development	\$2,206
Dockter, Jason	Workforce Development Institute	New Orleans, LA	Professional Development	\$3,488
Turner, Amanda	2023 National Assoc. of Student Personnel Admins. Racial and Social Change Conf.	Washington, D.C.	Professional Development	\$2,283
Murphy, Janelle + 8 students	Assoc. of Collegiate Educators in Radiology Tech.	Las Vegas, NV	Club Travel	\$7,091**

**grant funds*

***\$5,656 paid by students, \$1,435 paid with Club funds*

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: EMS Ambulance
DATE: November 20, 2023

The College issued a request for proposals for a van style ambulance for our EMS program. 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 ambulances were evaluated on the basis of price, ability to meet required specifications, lead time, and the percentage of parts and manufacturing that took place in the United States. Below is a summary of proposals:

Bidder	RFP Points	Bid Price
Foster Coach - #2 Sterling, IL	190	\$114,809
Foster Coach - #1 Sterling, IL	180	\$107,080
Fire Service, Inc. St. John, IN	160	\$130,006
MacQueen Emergency Washington, IL	150	\$122,771

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Saturday, September 30, 2023, edition of the Jacksonville Journal-Courier; the Thursday, October 5, 2023 edition of the Hillsboro Journal-News; the Sunday, October 1, 2023, edition of the Taylorville Breeze-Courier; the Wednesday, October 4, 2023, edition of the Springfield State Journal-Register.

In addition to the bidders above, the solicitation was also sent to: Global Emergency Vehicles – Levittown, PA; Leader Emergency Vehicles – South El Monte, CA; North Central Emergency Vehicles – Lester Prairie, MN; Klockes Emergency Vehicles – Sterling, IL.

Budget Impact:

Total Funds Requested: \$91,848 Grant Funds
\$22,961 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

MOTION: Move to approve Foster Coach (Proposal 2) to provide a Type 2 van-style ambulance to Lincoln Land Community College with a total commitment of \$114,809, in accordance with the terms, conditions, and specifications of Request for Proposal #FY2024-05.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: November 20, 2023

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

The Continuing, Corporate, and Professional Education Department has entered into a contract with Mel-o-Cream to provide EPA Certification Training and Testing. The training will be provided to two Mel-o-Cream employees onsite at Mel-o-Cream in October.

The Continuing, Corporate, and Professional Education Department has entered into a contract with the Illinois Valley Economic Development Corporation to provide Leadership and DiSC Training. The training will be for twelve participants between November and December.

The Health Professions Division seeks approval to amend the current affiliation agreement with OSF Healthcare System to include the Greater Peoria Specialty Hospital, LLC and to include more LLCC Health Professions Programs in the agreement. OSF Healthcare System and the Greater Peoria Specialty Hospital, LLC have facilities suitable for the educational needs of the students.

The Health Professions Division seeks approval to amend the current affiliation agreement with HSHS St. Francis Hospital to include more LLCC Health Professions Programs in the agreement. HSHS St. Francis Hospital has facilities suitable for the educational needs of the students.

MOTION: Move to approve the affiliation agreement amendment with OSF Healthcare System and Greater Peoria Specialty Hospital, LLC and the affiliation agreement amendment with HSHS St. Francis Hospital.

TRAINING CONTRACTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Contract Total	Term
Mel-o-Cream EPA Certification Training Contract	The Continuing, Corporate, and Professional Education Department has entered into a contract with Mel-o-Cream to provide EPA Certification Training and Testing. The training will be provided to two Mel-o-Cream employees onsite at Mel-o-Cream in October.	Mel-o-Cream	Continuing, Corporate, and Professional Education	\$1,250	October 23 through October 27, 2023
Illinois Valley Economic Development Corporation Leadership and DiSC Training Contract	The Continuing, Corporate, and Professional Education Department has entered into a contract with the Illinois Valley Economic Development Corporation to provide Leadership and DiSC Training. The training will be for twelve participants between November and December.	Illinois Valley Economic Development Corporation	Continuing, Corporate, and Professional Education	\$3,915	November 1 through December 31, 2023
			TOTALS	\$5,165	

CLINICAL SITE, AFFILIATION, ARTICULATION, & TRAINING AGREEMENTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Term
Amendment to the Affiliation Agreement with OSF Healthcare System	The Health Professions Division seeks approval to amend the current Affiliation Agreement with OSF Healthcare System to include the Greater Peoria Specialty Hospital, LLC and to include more LLCC Health Professions Programs in the agreement. OSF Healthcare System and the Greater Peoria Specialty Hospital, LLC have facilities suitable for the educational needs of the students.	Litchfield Health and Rehab Center	Health Professions Department	December 1, 2023 through Indefinite
Amendment to the Affiliation Agreement with HSHS St. Francis Hospital	The Health Professions Division seeks approval to amend the current Affiliation Agreement with HSHS St. Francis Hospital to include more LLCC Health Professions Programs in the agreement. HSHS St. Francis Hospital has facilities suitable for the educational needs of the students.	Pana Health and Rehab Center	Health Professions Department	December 1, 2023 through Indefinite

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Annual Data Cookbook System Subscription and Support Services Contract

DATE: November 20, 2023

Board approval is requested for the annual Data Cookbook System subscription and support services, a SaaS data management platform, from iData, a leading data management firm for Higher Education.

Budget Impact:

Total Funds Requested:	\$39,000
Source of Funds:	Operating Funds
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Data Cookbook builds trust in and facilitates access to the College's data, which ultimately supports the use of data when making decisions about our student experiences and what changes may be needed to help students' persistence to goal attainment.

How will proposed agenda item be measured?

Project impact will ultimately be measured by the metrics designed as the different functions (such as data quality rules, monitoring and assessment) are implemented.

MOTION: Move to approve the annual Data Cookbook System subscription and support services in the amount of \$39,000.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Salesforce CRM System Annual Agreement Renewal

DATE: November 20, 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: Monthly Grant Status

DATE: Report November 20, 2023

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

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

The Adult Education Department seeks ratification for the application for the FY24 Innovative Bridge and Transitions Program Grant. If awarded, the funds will be utilized to provide Bridge and ICAPS Programming and wrap around supports for students in the LLCC district.

MOTION: Move to ratify the application for the FY24 Nurse Educator Fellowship Program Grant in the amount of \$10,000; Move to ratify the application for the FY24 Innovative Bridge and Transitions Program Grant in the amount of \$400,000.

**GRANT SUMMARY
November 2023**

Grant Title	Brief Description	Grantor	LLCC Department / Program	LLCC Total Monetary Request	LLCC Match	Submitted	Term
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 Casey Hoenes in his 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 Innovative Bridge and Transitions Program Grant	The Adult Education Department seeks ratification for the application for the FY24 Innovative Bridge and Transitions Program Grant. If awarded, the funds will be utilized to provide Bridge and ICAPS Programming and wrap around supports for students in the LLCC district.	Illinois Community College Board	Adult Education and Literacy	\$400,000	\$0	Yes	January 1, 2024 through December 31, 2024
TOTAL				\$410,000	\$0		

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Baseball Dugout Code Compliance Upgrades – Change Order

DATE: November 20, 2023

At last month’s meeting the Board approved the proposal from CAD Construction, Inc. in the amount of \$568,500, pending successful negotiations with the company to bring the proposal within the available budget. The construction budget was approved at \$450,000. A value engineering process undertaken by the College, the architect and the contractor resulted in a reduction change order of \$121,898 by changing the scope of the project and some of the materials to be used. The cost-saving options listed below can be completed with future projects.

Description	Cost
Approved Construction Budget	\$450,000
Advertising & Misc. Cost	\$1,578
Available funding for Construction and Contingency	\$448,422
Original Proposal from CAD Construction, Inc.	\$568,500
Deficit	-\$120,078
Value Engineering Change Order	\$121,898
Balance remaining for project contingency:	\$1,820

Therefore, in keeping with the policies of the Board of Trustees, the following change order is submitted for ratification:

Change Order #	Description	Cost
G-001	<p>Value Engineering Deduct:</p> <p>Option 1. Do not remove seven (7) pine trees not directly impacted by dugout construction. Deduct \$1,800</p> <p>Option 2. Eliminate both ADA sidewalks from scope. Sidewalks to be installed by IDOT Highway Construction Careers Program. Deduct \$9,126</p> <p>Option 5. Delete strip of concrete between the dugout wall and dugout fencing at both dugouts. Provide warning track mix in this area in lieu of concrete. Deduct \$2,000</p> <p>Option 8. Eliminate spray foam insulation in all joist spaces except at the utility room on the south side of the first base dugout. Provide aluminum soffit at overhangs only (eliminate aluminum soffit at interiors). Use treated lumber in lieu of painting. Deduct \$13,745</p> <p>Option 9. Remove rubber flooring. Provide brushed concrete surface at slab. Deduct \$17,625</p> <p>Option 10. Remove all dugout accessories (benches, bat/helmet rack, player's shelves, water cooler shelf, rail pads at fencing). Deduct \$15,630</p> <p>Option 11. Use exposed fastener metal roof panel with sealant (McElroy Multi-Rib or R- panel) in lieu of standing seam panel. Deduct \$6,560</p> <p>Option 12. Change split-face C.M.U. to a standard color instead of a custom color. Deduct \$6,900</p> <p>Option 13. Delete yard hydrants, all associated piping, and (1) backflow preventer. Deduct \$23,017</p> <p>Option 14.a. Delete all radiant heaters, mounting, associated switches, and wiring. Power to remain to all items in utility room, and panel box size to remain as in drawings. Deduct \$18,260</p> <p>Option 14.b. Delete all light fixtures, mounting, associated switches, and wiring. Deduct \$7,235</p>	-\$121,898

Budget Impact:

Total Funds Requested: \$0.00
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 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 ratify the above deductive change order in the amount of \$121,898 for the Baseball Dugout Code Compliance Upgrades as presented which establishes a project contingency in the amount of \$1,820.

AGENDA ITEM II.I.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Electric Vehicle Charging Stations Phase 1 – Contractor Recommendation

DATE: November 20, 2023

Sealed proposals were requested for the Electric Vehicle Charging Stations Phase 1 Project and were received at the Construction Manager's office on October 24th. The scope of the project includes installing two electric vehicle charging stations on the east side of Millennium Center. The charging stations are capable of charging four vehicles and include payment collection.

A tabulation of those proposals are as follows:

Contractor	Base Bid
Anderson Electric Springfield, IL	\$89,150
B&B Electric, Inc. Springfield, IL	\$73,840
Senergy Electric, Inc. Williamsville, IL	\$73,383

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.

This project's budget was originally approved as a FY24 Small Project, at \$50,000 funded with Small Project funds. The bids received came in higher than originally anticipated due to ongoing inflation. The project has exceeded the original budget as follows:

Project Engineering Fee	\$5,500
Advertising	\$365
Base Bid (listed above)	\$73,383
Project Contingency	\$7,000
Revised Budget Total	<u>\$86,248</u>

The \$36,248 increase in the project budget will be funded by Small Project Funds.

Budget Impact:

Total Funds Requested: \$80,383
(\$73,383 Bid Amount + \$7,000 Contingency)
Source of Funds: Small Project
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 Senergy Electric, Inc. in the amount of \$73,383 and to establish a project contingency in the amount of \$7,000, for an aggregate amount of \$80,383 to complete the Electric Vehicle Charging Stations Phase 1 Project at LLCC's Main Campus.

III. Action Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revision to Board Policy 8.12 - Leaves

DATE: November 20, 2023

In accordance with 820 ILCS 192 Paid Leave for All Workers Act, that goes into effect on January 1, 2024, the following is a proposed change to Board Policy 8.12 - Leaves

Policy Statement:

Except as may otherwise be provided by the terms of a collective bargaining agreement, the College shall provide ~~leaves~~ benefit leave time for its employees holding benefit-eligible positions or as prescribed by law. Employees will be granted unpaid family and/or medical leave as prescribed by federal and/or state law. Employees shall be eligible for military leave in accordance with the provisions of federal law**.*

Sick Leave: The College shall advance 15 workdays of sick leave per fiscal year to accumulate to a maximum of 360 workdays. For employees on a leave of absence and not actively at work, sick leave will be accrued on a monthly basis at the start of the fiscal year until such time as the employee returns to active employment. Upon separation of employment, employees shall not be compensated for any unused sick leave. Any employee whose employment shall terminate under circumstances where such employee has used advanced sick leave shall be required to repay the College for such leave, and consent to the withholding of the amount of such repayment, or portion thereof, from his or her final paycheck.

Personal Leave: The College shall advance two (2) workdays of personal leave per fiscal year to accumulate to a maximum of five (5) workdays. Upon separation of employment, employees shall not be compensated for any unused personal leave. Any employee whose employment shall terminate under circumstances where such employee has used advanced personal leave shall be required to repay the College for such leave, and consent to the withholding of the amount of such repayment, or portion thereof, from his or her final paycheck.

Part-Time Paid Time Off:

The College shall advance paid time off to non-benefit-eligible, part-time employees who work at least two consecutive calendar quarters and 40 or more hours within the fiscal year and who have a reasonable expectation that they will be rehired in a subsequent calendar year. Such paid time off shall be advanced on the first day of the employee's assignment. The amount of paid time off advanced will be determined by the number of expected work hours of the assignment, earning one hour for every 40 hours of expected work within the fiscal year. Any unused balance at the end of the fiscal year will not carry over to the next fiscal year. Upon separation of employment, employees shall not be compensated for any unused paid time off. For employees who hold a part-time position with the College in addition to their primary, benefit-eligible position, this leave does not apply. This also does not apply to student employees.

Legal Leave: The College shall provide leave in the event that an employee is subpoenaed to appear as a juror or a witness.

Vacation Leave

Administrators: Employees holding a position designated as administrator shall be advanced 20 days' vacation per fiscal year to accumulate up to a maximum of 40 days. Such employee who works less than an entire fiscal year shall be advanced pro-rated vacation leave. Upon termination of employment for any reason, such employee shall receive compensation for any earned but unused vacation leave. For employees on a leave of absence and not actively at work, vacation leave will be accrued on a monthly basis at the start of the fiscal year until such time as the employee returns to active employment.

Professionals: Employees holding a position designated as professional shall accrue 10.00 to 13.34 hours per month of vacation leave depending upon their number of years of service. Upon termination of employment for any reason, such employee shall receive compensation for any earned but unused vacation leave.

Classified: Employees holding a position designated as classified shall accrue 6.67 to 13.34 hours per month of vacation leave depending upon their number of years of service. Upon termination of employment for any reason, such employees shall receive compensation for any earned but unused vacation leave.

Other Available Leaves:

- *Leave Without Pay*
- *Military Leave*
- *Bereavement Leave*
- *Family/Medical Leave*

Legal Citations:

* *29 USC, Sections 2601-2619*

** *38 USC, Sections 2021-2027*

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 December 2023 meeting of the Board.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Summary of Curriculum Changes for 2024-2025 Catalog

DATE: November 20, 2023

The following curriculum changes have been approved for approval following the College's curriculum development process. These changes at the curriculum/program level include: the development of new curriculum/program, revision of existing curriculum/program, and deactivation of curriculum/program.

New Curriculum/Program:

- AA Creative Writing, CA Laborer's Construction Technology, AAS Cardiovascular Sonography, AAS Medical Laboratory Technician, CC Workplace Dynamics

Revised Curriculum/Programs:

- CA Industrial Maintenance Technology, CC Network Administration, CA Construction Technologies, AAS Construction Management

Deactivate Curriculum/Programs:

- CA Diagnostic Medical Sonography, AAS Secured Software Programming

Budget Impact:

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

Student Learning Impact:

How will proposed agenda item impact student learning?

Students will be offered programs that reflect best-practice in each field.

How will proposed agenda item be measured?

Academic Services will monitor student achievement of identified learning outcomes as well as program enrollments.

MOTION: Move to approve the 2024-2025 curriculum updates to the catalog.

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Position Vacancies and Hires
DATE: November 20, 2023

POSITION VACANCIES

Classified

Accounting Technician, Disbursements (FT)
Administrative Assistant to the Dean, English & Humanities (FT)
Advancement Program Specialist (FT)
Building Custodian – 4 (FT)
Program Assistant, Center for Academic Success (FT)

Professional

Communications Manager (FT)
Compliance and Prevention Coordinator (FT)
Early Childhood Education Advocate (FT)
Instructional Designer (FT)
Program Navigator, WEI (FT)
Student Success Coach I - 2 (FT)

Administrator

Dean, English & Humanities (FT)
Director, Recruitment and Admissions (FT)
Registrar (FT)

Full-time Faculty

Integrated Media Design Instructor

RESIGNATIONS

Yogesh Chauhan	Application Developer II	11/15/2023
Caitlin Davis	Student Success Coach I	10/27/2023
Sarah Payne	Program Navigator, PATH	11/14/2023

NEW HIRES

Ernest Ashby	Course Materials Coordinator	11/13/2023
Debby Aylesworth	Child Development Assistant	11/01/2023
Sarah Bailey	Program Assistant, PATH	11/01/2023
Dareth Branham	Truck Driver Training Specialist	11/13/2023

Jeannette Garceau
Karli Saxer

Writing Center Specialist
Child Development Assistant

11/13/2023
11/01/2023

PROMOTIONS

Lynn Gerton

Concurrent Enrollment Coordinator

11/01/2023

INCREASE IN HOURS

Christine Hart-Foster will go from 30 hours per week to 40 hours per week effective November 6, 2023.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: November 20, 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. We are awaiting completion of punchlist items and closeout documents.

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.

PHS Projects – FY24

Interior Wayfinding Phase 1

Development of construction documents is underway.

Jacksonville Storefront & Exterior Wayfinding

Development of construction documents is underway.

Mechanical Upgrades

Development of construction documents is underway.

Security Alarm & Secure Access Upgrades Phase 2

Development of construction documents is underway.

Softball Dugout Code Compliance Upgrades

Development of construction documents is underway.

Small Projects – FY23

Main Campus Classrooms Upgrades and Taylorville Flooring Replacement

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

Small Projects – FY24

Electric Vehicle Charging Stations Phase 1

Our recommendation is before you tonight.

Jacksonville & Main Campus Classroom Upgrades

Development of construction documents is underway.

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 and drywall installation, 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. We are awaiting completion of punchlist items and closeout documents.

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 are currently awaiting HUD's authorization to use grant funds soon.

Excess PHS & Insurance

Baseball Dugout Code Compliance Upgrades

A deductive change order to reduce the project cost to the available budget and establish a project contingency is before you this evening.

AGENDA MASTER CALENDAR

<p style="text-align: center;">DECEMBER 2023</p> <ul style="list-style-type: none"> • Adopt CY23 Property Tax Levy • Financial Audit Review • 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 1/22/24 	<p style="text-align: center;">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 style="text-align: center;">MARCH 2024</p> <ul style="list-style-type: none"> • Administrative Positions • Board Meeting 3/27/24
<p style="text-align: center;">APRIL 2024</p> <ul style="list-style-type: none"> • Seating of Student Trustee • Foundation Gala 4/27/24 • Board Meeting 4/24/24 	<p style="text-align: center;">MAY 2024</p> <ul style="list-style-type: none"> • Student Recognition • Employee Recognition • Commencement 5/17/24 • Board Meeting 5/22/24 	<p style="text-align: center;">JUNE 2024</p> <ul style="list-style-type: none"> • Summer Adjunct Faculty Listing • Budget Workshop • Board Meeting 6/26/24 	<p style="text-align: center;">JULY 2024</p> <ul style="list-style-type: none"> • FY25 Tentative Budget • Board Meeting 7/24/24
<p style="text-align: center;">AUGUST 2024</p> <ul style="list-style-type: none"> • Board Meeting 8/28/24 	<p style="text-align: center;">SEPTEMBER 2024</p> <ul style="list-style-type: none"> • Budget Adoption/Public Hearing • Fall Adjunct Faculty Listing • Board Meeting 9/25/2024 	<p style="text-align: center;">OCTOBER 2024</p> <ul style="list-style-type: none"> • PHS Projects • Board Meeting 10/23/24 	<p style="text-align: center;">NOVEMBER 2024</p> <ul style="list-style-type: none"> • Financial Audit Review • Board Meeting 11/20/24

V. Strategic Discussion