
LLCC Board of Trustees Regular Meeting

January 22, 2024

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, January 22, 2024
5:30 P.M.
Lincoln Land Community College
Robert H. Stephens Room

I. Preliminary Matters

- A. Roll Call
- B. Pledge of Allegiance
- C. Adoption of Agenda of the January 22, 2024 Meeting
- D. Introductions and Recognitions
- E. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of December 11, 2023
- B. Ratify Payments of Cash Disbursements for December and the December Treasurer's Report
- C. Out-of-State Travel
 - 1. Ratification of Out-of-State Travel
 - 2. Approval of Out-of-State Travel
- D. Budget/Financial Items
- E. Purchasing
 - 1. Furniture for Student Services
 - 2. Deck Oven
 - 3. Greenhouse Equipment
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report
 - 2. Three-Year Ocelot Service Agreement
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
 - 1. Jacksonville & Main Campus Classroom Upgrades – Contractor Recommendation
 - 2. Interior Wayfinding Phase 1 - Selection of Architectural Firm
 - 3. Jacksonville Storefront & Exterior Wayfinding – Selection of Architectural Firm
 - 4. Mechanical Upgrades – Selection of Engineering Firm
 - 5. Security Alarm & Secure Access Upgrades Phase 2 – Selection of Engineering Firm
 - 6. Combined Project Scope and Budget for Mechanical Upgrades
- J. Other Items

III. Action Agenda

- A. Policies

- 1.New Board Policy 4.18 - Dual Credit (no action)
- B. Academic Services Division Items
- C. Student Services Division Items
- D. Administrative Services Division Items
 - 1.Abatement Resolution of Series 2019 Bond Tax Levy
- E. Information Technology Items
- F. Executive Division Items

IV. Information Items

- A. Staff Reports
 - 1. Academic Services
 - 2. Student Services
 - 3. Administrative Services
 - a. Position Vacancies and Hires
 - b. Construction Progress Update
 - c. Monthly Financial Report
 - d. Quarterly Budget Transfer Report
 - 4. Information Technology
 - 5. 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. Police Department Presentation

VI. Executive Session

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

VII. Actions from Open/Executive Session

- A. Approval of Personnel Matters
- B. Approval of Release of Executive Session Minutes and Approval of Recording Matters

VIII. Adjournment

I. Preliminary Matters

II. Consent Agenda

AGENDA ITEM II.B

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

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

DATE: January 22, 2024

In accordance with Lincoln Land Community College Board of Trustees Policy 6.1, the following items are available in the President's Office and Vice President, Administrative Services Office for your review and subsequent action:

- A. The Cash Disbursement Register including the Check Register of bi-monthly accounts payable checks, E-commerce refunds, ACH and Wire transactions issued during December, 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 December 31, 2023.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during December 2023, and ratify the December 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:** January 22, 2024

Name	Meeting	Location	Purpose	Amount
Warren, Charlotte	American Association of Community Colleges	Louisville, KY	Administrator Travel	\$2,491
Fulgenzi, Jeff	Association of Community College Trustees National Legislative Summit	Washington, DC	Trustee Travel	\$2,055
Watkins, Adam	American Conference of Academic Deans	Tampa Bay, FL	Professional Development	\$3,249
Barbour, Samuel	Conference on Research and Teaching in Economics	Atlanta, GA	Professional Development	\$1,319
Chamberlain, Kat	Ellucian Live	San Antonio, TX	Professional Development	\$3,405
Mills, Alison	Ellucian Live	San Antonio, TX	Professional Development	\$3,721
Stringer, Ryan	Central Division Meeting of the American Philosophical Association	New Orleans, LA	Professional Development	\$1,281

Herzog, Rayna	Association of Community College Trustees National Legislative Summit	Washington, DC	Trustee Travel	\$2,319
Elmore, Ken	Association of Community College Trustees National Legislative Summit	Washington, DC	Trustee Travel	\$2,384
Tullis, Arnold	Aviation Mechanics Conference	Tucson, AZ	Professional Development	\$2,698
Pietrzak, David	Aviation Mechanics Conference	Tucson, AZ	Professional Development	\$2,709*
Snyder, Gregory	National Conference on Science Education	Denver, CO	Professional Development	\$2,615
Roehrs, Mark	Organization of American Historians	New Orleans, LA	Professional Development	\$2,259
Rhodes, Laura	National Coalition of Campus Children's Centers	Salt Lake City, UT	Professional Development	\$2,577
Hart-Foster, Christine	National Coalition of Campus Children's Centers	Salt Lake City, UT	Professional Development	\$2,577
Harmon, Bill & 6 students	National Farm Machinery Show and Tractor Pull	Louisville, KY	Student Trip	\$912

*\$2,303 Operating Funds, \$406 Grant Funds

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Furniture for Student Services

DATE: January 22, 2024

The College is undergoing a comprehensive remodeling of the Student Service area. The 25,000 square foot work area will consist of common use areas as well as individual offices for staff. Our design and architect firm, Demonica Kemper Architects, solicited bids for new furniture that will be utilized in this new space. A summary of the bids received is detailed below.

Bidder	Bid Price
Henricksen (Bloomington, IL)	\$640,552.53
Wiley Interiors (Springfield, IL)	\$699,914.42
New Space Business Interiors (St. Louis, MO)	\$655,629.88*

*Vendor did not provide prices for office chairs

Henricksen will be utilizing the following purchasing consortiums: Omnia (07-78), NCPA (07-127), IPHEC (1905), and TIPS (230301).

Budget Impact:

Total Funds Requested: \$640,552.53
Source of Funds: FFE Restricted
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 a purchase order to Henricksen for Student Services furniture at the total estimated cost of \$640,552.53.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Deck Oven

DATE: January 22, 2024

The College issued an Invitation to Bid for a three-tier deck oven for the Culinary program. This expense was accounted for in the FY24 FFE budget. A summary of the bids received is detailed below.

Bidder	Bid Price
ProBake (Twinsburg, OH)	\$31,500
Cooks Direct (Warrensville, IL)	\$34,471.91
Tiles in Style (South Holland, IL)	\$150,000

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Sunday, December 3, 2023, edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to: Commercial Kitchen Equipment and Supplies (Tucson, AZ); National Restaurant Supply (El Paso, TX); Waxie Solution Station (San Diego, CA); TriMark (Mansfield, MA); Pasco Foodservice Equipment (Plano, TX); Stafford-Smith, Inc. (Farmers Branch, TX).

Budget Impact:

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

Student Learning Impact:

How will proposed agenda item impact student learning?

Students in our Culinary Program will be provided an opportunity to use an oven that professional chefs commonly use in restaurants and bakeries.

How will proposed agenda item be measured?

N/A

MOTION:	Move to approve a purchase order to ProBake for a deck oven at the total estimated cost of \$31,500 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2024-11.
----------------	--

MEMORANDUM**TO:** Members, LLCC Board of Trustees**FROM:** Charlotte J. Warren
President**SUBJECT:** Greenhouse Equipment**DATE:** January 22, 2024

The College issued an Invitation to Bid for greenhouse equipment to replace aging and failing motors and evaporative systems as well as installation of the new equipment. This expense was accounted for in the FY24 FFE budget. A summary of the bids received is detailed below.

Bidder	Bid Price
Greenhouse Megastore (Danville, IL)	\$46,438.20
Hummert International (St. Charles, MO)	Bid Not Opened – Received Late

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Sunday, December 10, 2023, edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to: Greenview Landscaping (Springfield); Kreation Indoor Gardening (Springfield); Pleasant Nursery (Springfield); Stuppy Greenhouse (North Kansas City, MO).

Budget Impact:

Total Funds Requested:	\$46,438.20
Source of Funds:	FFE Operating
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

This equipment will address a required repair and keep our greenhouse in good working order.

How will proposed agenda item be measured?

N/A

MOTION:	Move to approve a purchase order to Greenhouse Megastore for new motors and evaporative system equipment at the total estimated cost of \$46,438.20 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2024-12.
----------------	--

MEMORANDUM

AGENDA ITEM II.F.1

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: January 22, 2023

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

The Continuing, Corporate, and Professional Education Department seeks ratification to enter into an intergovernmental agreement with the Illinois Department of Innovation and Technology to provide contract training and room rentals at LLCC Medical District.

The Continuing, Corporate, and Professional Education Department seeks ratification to enter into a memorandum of understanding with Memorial Health for the College's Clinical Medical Assistant Program. LLCC will provide training at Memorial Health for Memorial Health Staff who would like to complete the program.

The Community Education Department seeks approval to enter into a contract with Black Rocket Productions. This partnership will provide online programming including curriculum, training, instructors, support, and materials for LLCC's summer College for Kids Program.

The Health Professions Department seeks approval to enter into a clinical site agreement with The Villas Senior Care Community for students enrolled in the College's Basic Nurse Assistant Program. The Villas Senior Care Community has facilities suitable for the educational needs of the students.

MOTION: Move to ratify the intergovernmental agreement with the Illinois Department of Innovation and Technology, and the memorandum of understanding with Memorial Health; move to approve the contract with Black Rocket Productions and the clinical site agreement with The Villas Senior Care Community.

CLINICAL SITE, AFFILIATION, ARTICULATION & TRAINING AGREEMENTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Term
Intergovernmental Agreement with the Illinois Department of Innovation and Technology	The Continuing, Corporate, and Professional Education Department seeks ratification to enter into an intergovernmental agreement with the Illinois Department of Innovation and Technology to provide contract training and room rentals at LLCC Medical District.	Illinois Department of Innovation and Technology	Continuing, Corporate, and Professional Education	December 1, 2023 through October 31, 2028
Memorandum of Understanding with Memorial Health	The Continuing, Corporate, and Professional Education Department seeks ratification to enter into a memorandum of understanding with Memorial Health for the College's Clinical Medical Assistant Program. LLCC will provide training at Memorial Health for Memorial Health Staff who would like to complete the program.	Memorial Health	Continuing, Corporate, and Professional Education	January 8, 2024 through December 31, 2026
Contract with Black Rocket Productions	The Community Education Department seeks approval to enter into a contract with Black Rocket Productions. This partnership will provide online programming including curriculum, training, instructors, support, and materials for LLCC's summer College for Kids Program.	Black Rocket Productions	Community Education Department	June 10, 2024 through August 23, 2024
Clinical Site Agreement with The Villas Senior Care Community	The Health Professions department seeks approval to enter into a clinical site agreement with The Villas Senior Care Community for students enrolled in the College's Basic Nurse Assistant Program. The Villas Senior Care Community has facilities suitable for the educational needs of the students.	The Villas Senior Care Community	Health Professions/ Basic Nurse Assistant	March 1, 2024 through Indefinite

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Three-Year Ocelot Service Agreement

DATE: January 22, 2024

Board approval is requested for a three-year service agreement with Ocelot in the amount of \$82,500. Ocelot solution is a chatbot solution that utilizes the power of artificial intelligence combined with the personable approach of live agent support on to the college's website. Ocelot is a contemporary, user-friendly solution that will provide better support to LLCC website visitors.

Year	Amount
2024	\$ 27,500
2025	\$ 27,500
2026	\$ 27,500
Total	\$ 82,500

Budget Impact:

Total Funds Requested: \$82,500
Source of Funds: Operating Fund
Projected Revenue: N/A
Projected Savings: N/A

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

Ocelot will enable artificial intelligence and live agent support to faculty, staff, and students.

How will proposed agenda item be measured?

Ocelot metrics and analytics will provide web user contact information to show a reduction of unanswered phone information requests and increased user satisfaction.

MOTION: **Move to approve the three-year service agreement with Ocelot at a total cost of \$82,500.**

AGENDA ITEM II.G

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: January 22, 2024

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

The Industrial Maintenance Program seeks ratification of the grant awarded as part of a consortium with the Illinois Community College Board and three other colleges. The funds will be used to purchase mobile manufacturing equipment and tuition for students.

Health Professions, Workforce Institute, Arts and Communications and Recruitment seek ratification for the application for the Career Technical Education (CTE) Virtual Reality Grant. If awarded, funds will be used to purchase virtual reality equipment and software for enhanced student learning and recruitment.

MOTION: Move to ratify the grant award for the Industrial Maintenance Program in the amount of \$595,000 and ratify the grant application for the CTE Virtual Reality Grant in the amount of \$91,688.

AGENDA ITEM II.I.1**MEMORANDUM**

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Jacksonville & Main Campus Classroom Upgrades – Contractor Recommendation

DATE: January 22, 2024

Sealed proposals were requested for the Jacksonville & Main Campus Classroom Upgrades Project and were received at the Construction Manager's Office on December 6th. The scope of the project includes upgrades to the CNA-LPN lab and creating an all gender use toilet at Jacksonville, classroom upgrades in Sangamon Hall S1101 and Menard Hall M2202 at the Main Campus.

A tabulation of those proposals are as follows:

Contractor	Base Bid	Alternate #1 Jacksonville Student Lounge Casework
CAD Construction, Inc. Tremont, IL	\$345,450	\$8,000
Limbaugh Construction Co., Inc. Granite City, IL	\$355,000	\$6,380
Vollintine Construction Co., Inc. Springfield, IL	\$339,000	\$9,000

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Thursday, November 16, 2023, edition of the Illinois Times.

This project's budget was originally approved as a FY24 Small Project, at \$338,297 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	\$49,750
Advertising	\$555
Moving Services	\$5,800
Base Bid (listed above)	\$339,000
Alternate Bid #1 (listed above)	\$9,000
Project Contingency	\$17,400
Revised Budget Total	<u>\$421,505</u>

The \$83,208 increase in the project budget will be funded by Small Project Funds.

Budget Impact:

Total Funds Requested: \$365,400
(\$348,000 Bid Amount + \$17,400 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 in the amount of \$339,000 and alternate bid #1 in the amount of \$9,000 from R.L. Vollintine Construction Inc. and to establish a project contingency in the amount of \$17,400, for an aggregate amount of \$365,400 to complete the Jacksonville & Main Campus Classroom Upgrades at Jacksonville and the LLCC's Main Campus.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Interior Wayfinding Phase 1 – Selection of Architectural Firm

DATE: January 22, 2024

At the October 23, 2023, Board Meeting the Interior Wayfinding Phase 1 project was approved to install new interior wayfinding in Menard Hall (including new Student Services), Sangamon Hall, and A. Lincoln Commons. Demonica Kemper Architects (DKA), Chicago, IL, has agreed to provide design services for this project. DKA is proposing a fee of \$78,150 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:	\$78,150
Source of Funds:	Protection, Health, and Safety
Projected Revenue:	N/A
Projected Savings:	N/A

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

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

How will the 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 Demonica Kemper Architects in the amount of \$78,150 to provide design services for the Interior Wayfinding Phase 1 project.

MEMORANDUM

AGENDA ITEM II.I.3

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Jacksonville Storefront & Exterior Wayfinding – Selection of Architectural Firm

DATE: January 22, 2024

At the October 23, 2023, Board Meeting the Jacksonville Storefront & Exterior Wayfinding project was approved to replace the storefront including exterior doors and windows with energy efficient materials, improve ADA accessibility, and upgrade exterior wayfinding signage on building. John Shafer & Associates, Inc. (JSA), Springfield, IL, has agreed to provide design services for this project. JSA is proposing a fee of \$38,500 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:	\$38,500
Source of Funds:	Protection, Health, and Safety
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will the proposed agenda item impact student learning?

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

How will the 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 \$38,500 to provide design services for the Jacksonville Storefront & Exterior Wayfinding project.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Mechanical Upgrades – Selection of Engineering Firm

DATE: January 22, 2024

Included in a memo before you tonight, PHS projects Sangamon & Cass Mechanical Upgrades and Mechanical Upgrades were combined into one project, Mechanical Upgrades. The combined project will include upgrading mechanical systems in Sangamon Hall South, Cass Gymnasium, Workforce Careers Center, and Jacksonville. GHR Engineers and Associates, Inc. (GHR), Champaign, IL, has agreed to provide design services for this project. GHR is proposing a fee up to \$53,050 to provide these services, which is within the fee structure range for a project of this scope and complexity. There are several alternate bids identified and if not all are taken, the fee will be reduced based on the Construction Administration services not being performed by GHR for those specific alternates. The maximum fee if all alternates are taken and all services performed is \$53,050.

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:	Up to \$53,050
Source of Funds:	Protection, Health, and Safety
Projected Revenue:	N/A
Projected Savings:	N/A

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

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

How will the proposed agenda item be measured?

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

MOTION: Move to accept the proposal from GHR Engineers and Associates, Inc. in the amount up to \$53,050 to provide design services for the Mechanical Upgrades project.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Security Alarm & Secure Access Upgrades Phase 2 – Selection of Engineering Firm

DATE: January 22, 2024

At the October 23, 2023, Board Meeting the Security Alarm & Secure Access Upgrades Phase 2 project was approved to 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. Berners Schober (BSA), Springfield, IL, has agreed to provide design services for this project. BSA is proposing a fee of \$50,000 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:	\$50,000
Source of Funds:	Protection, Health, and Safety
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will the proposed agenda item impact student learning?

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

How will the proposed agenda item be measured?

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

MOTION: Move to accept the proposal from Berners Schober in the amount of \$50,000 to provide design services for the Security Alarm & Secure Access Upgrades Phase 2 project.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Combined Project Scope and Budget for Mechanical Upgrades

DATE: January 22, 2024

At the October 2023 Board Meeting, PHS project Mechanical Upgrades was approved. We would like to combine this project with PHS project Sangamon & Cass Mechanical Upgrades that was approved at the October 2022 Board Meeting. The new combined project will be titled Mechanical Upgrades. Combining the projects will consolidate these projects performed by the same trades into 1 larger project with the goal being to get more competitive bids.

The combined project will include upgrading mechanical systems in Sangamon Hall South, Cass Gymnasium, Workforce Careers Center, and Jacksonville.

The project budget for the combined project is \$673,600 as shown below.

Project Title (as approved October 2021)	Budget
Sangamon & Cass Mechanical Upgrades: Upgrade Sangamon rooftop drain pans and install covers to rooftop vents to prevent rain/snow entering buildings. Mechanical upgrades in lower level of Cass.	\$239,000
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
Mechanical Upgrades Budget	\$673,600

MOTION: Move to approve combining the Mechanical Upgrades and Sangamon & Cass Mechanical Upgrades projects to create one project titled Mechanical Upgrades.

III. Action Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: New Board Policy – Board Policy 4.18 - Dual Credit

DATE: January 22, 2024

The following is a proposed new Board Policy required by ICCB:

Policy Statement:

Lincoln Land Community College partners with high schools within Community College District #526 to offer dual credit opportunities to high school students in accordance with the Dual Credit Quality Act (110 ILCS 27).

This change is being presented for a first reading tonight. No action is required at this meeting. With Board concurrence, we will return this policy to you for action at the regularly scheduled February 2024 meeting of the Board.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Abatement Resolution of Series 2019 Bond Tax Levy

DATE: January 22, 2024

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

MOTION: Move to approve the resolution abating the 2023 tax levy for the Series 2019 Bond for Lincoln Land Community College.

**RESOLUTION ABATING THE 2023 TAX LEVY FOR THE
LINCOLN LAND COMMUNITY COLLEGE (COMMUNITY
COLLEGE DISTRICT NO. 526) GENERAL OBLIGATION
BONDS (ALTERNATE REVENUE SOURCE), SERIES 2019**

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

WHEREAS, the Bond Resolution has a 2023 tax levy collectable in 2024 to pay principal and interest coming due on the Bonds (the “Tax Levy”), and provides that the District may abate the Tax Levy if the District has funds in the amount of the Tax Levy irrevocably on deposit in the Bond Fund; and

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

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

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

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

Adopted: _____

Chairman

ATTEST:

Secretary

**CERTIFICATE OF ABATEMENT OF THE 2023 TAX LEVY
FOR THE LINCOLN LAND COMMUNITY COLLEGE
(COMMUNITY COLLEGE DISTRICT NO. 526) GENERAL
OBLIGATION BONDS (ALTERNATE REVENUE
SOURCE), SERIES 2019**

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

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

1. The District has issued its \$7,500,000 General Obligation Bonds (Alternate Revenue Source), Series 2019 (the "Bonds") pursuant to a resolution adopted by the Board on February 27, 2019 (the "Bond Resolution").

2. Section 10 of the Bond Resolution contains a 2023 tax levy collectable in 2024 to pay principal and interest coming due on the Bonds (the "Tax Levy").

3. The District has funds in the amount of the Tax Levy irrevocably on deposit in the Bond Fund created by the Bond Resolution and the District has elected to abate the Tax Levy.

4. You are hereby notified and directed to abate the Tax Levy for the 2023 tax year collectable in 2024.

IN WITNESS HEREOF, I affix my official signature this _____, 2024.

Treasurer

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: January 22, 2024

POSITION VACANCIES

Classified

Administrative Assistant to the Chief Communications Officer (FT)
Assistant to the Vice President, Academic Services (FT)
Building Custodian (FT)
Donor Relations Coordinator (FT)

Professional

Admissions Specialist (FT)
Application Developer I (FT)
Community Education Culinary Coordinator (FT)
Compliance and Prevention Coordinator (FT)
Early Childhood Education Advocate (FT)
Student Records Evaluator (FT)

Administrator

Faculty

Instructor, Nursing – 2 (FT)
Instructor, Basic Nurse Assistant (FT)

HIRES

James Collins	Building Custodian	01/03/2024
Nicholas Johnson	Program Assistant, Open Door WEI	01/16/2024
Lisa Lang	Program Assistant	01/02/2024
Andre Taylor	Building Custodian	01/03/2024
Angela Try	Communications Manager	01/02/2024

PROMOTIONS

Jeff Eason	Help Desk Specialist II	01/01/2024
------------	-------------------------	------------

RESIGNATIONS

Lucas Ostendorf	Police Officer	01/17/2024
-----------------	----------------	------------

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: January 22, 2024

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. We are awaiting completion of punchlist items and closeout documents.

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. We are awaiting completion of punchlist items and closeout documents.

Sangamon Hall Dust Collection & Gas Safety

The project is substantially complete.

Sangamon & Cass Mechanical Upgrades

A memo is before you tonight to combine FY23 Sangamon & Cass Mechanical Upgrades project with FY24 PHS Project Mechanical Upgrades.

PHS Projects – FY24**Interior Wayfinding Phase 1**

Our recommendation for Architectural services is before you tonight.

Jacksonville Storefront & Exterior Wayfinding

Our recommendation for Architectural services is before you tonight.

Mechanical Upgrades

A memo is before you tonight to combine FY23 Sangamon & Cass Mechanical Upgrades project with FY24 PHS Project Mechanical Upgrades. Our recommendation for Engineering services is also before you tonight.

Security Alarm & Secure Access Upgrades Phase 2

Our recommendation for Engineering services is before you tonight.

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**

The project is under way. We anticipate work to start when the ground thaws later this Spring.

Jacksonville & Main Campus Classroom Upgrades

Our recommendation is before you tonight.

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.

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:
Bid documents have been submitted to the EDA for review.

Restricted Space Configuration Funds**Diesel Lab Renovation**

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

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.

Excess PHS & Insurance**Baseball Dugout Code Compliance Upgrades**

The project is under way.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Quarterly Budget Transfer Report

DATE: January 22, 2024

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

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

QUARTERLY BUDGET TRANSFER REPORT December 31, 2023

EDUCATIONAL FUND

Budget	\$48,122,827
Transfers	\$17,922
Percentage	.04%

O&M FUND

Budget	\$6,484,723
Transfers	\$12,600
Percentage	.19%

OTHER FUNDS

Budget	\$34,558,748
Transfers	\$0
Percentage	0%

TOTAL OPERATING BUDGET

Revenue

Original Budget	\$54,607,550
Adjusted Revenues	\$54,607,550
Additional Funds Available	\$0

Expenditures

Original Budget	\$54,607,550
Adjusted Expenditures	\$54,607,550
Additional Expenditures	\$0

Net Change	\$0
-------------------	------------

AGENDA MASTER CALENDAR

FEBRUARY 2024 <ul style="list-style-type: none"> Sabbatical Leaves Approval of Faculty Positions Faculty Tenure & Continuing Employment Recommendations Board Meeting 2/28/24 	MARCH 2024 <ul style="list-style-type: none"> Administrative Positions Board Meeting 3/27/24 	APRIL 2024 <ul style="list-style-type: none"> Seating of Student Trustee Foundation Gala 4/27/24 Board Meeting 4/24/24 	MAY 2024 <ul style="list-style-type: none"> Student Recognition Employee Recognition Commencement 5/17/24 Board Meeting 5/22/24
JUNE 2024 <ul style="list-style-type: none"> Summer Adjunct Faculty Listing Budget Workshop Board Meeting 6/26/24 	JULY 2024 <ul style="list-style-type: none"> FY25 Tentative Budget Board Meeting 7/24/24 	AUGUST 2024 <ul style="list-style-type: none"> Board Meeting 8/28/24 	SEPTEMBER 2024 <ul style="list-style-type: none"> Budget Adoption/Public Hearing Fall Adjunct Faculty Listing Board Meeting 9/25/24
OCTOBER 2024 <ul style="list-style-type: none"> PHS Projects Board Meeting 10/23/24 	NOVEMBER 2024 <ul style="list-style-type: none"> Financial Audit Review Board Meeting 11/20/24 	DECEMBER 2024 <ul style="list-style-type: none"> Adopt CY23 Property Tax Levy Financial Audit Review Board Meeting 12/16/24 	JANUARY 2025 <ul style="list-style-type: none"> Spring Adjunct Faculty Listing General Obligation Alternate Bond Levy Abatement Board Meeting 1/22/25

V. Strategic Discussion

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: LLCC Police Department

DATE: January 22, 2024

Chris Russell, Chief of Police, will present information about the LLCC Police Department.