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

***February 28, 2024***

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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, February 28, 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 February 28, 2024 Meeting
- D. Introductions and Recognitions
- E. Hearing of Citizens

**II. Consent Agenda**

- A. Approval of Minutes of the Regular Meeting of January 29, 2024
- B. Ratify Payment of All Cash Disbursements for January and the January 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. Welders for Workforce
- F. Contracts/Agreements
  - 1. Monthly Training Contract/Clinical Agreement Status Report
  - 2. Coastal Cloud, Salesforce Consulting and Developing Services
  - 3. RL Canning, Network Administration Services
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
  - 1. Interior Wayfinding Phase 1 – Contractor Recommendation
  - 2. Main Campus Parking Lots 5 & 7 Improvements – Contractor Recommendation

**III. Action Agenda**

- A. Policies
  - 1. New Board Policy 4.18 – Dual Credit
  - 2. Revision to Board Policies 5.14 – Tuition and Fee Rates/Payment, 5.18 -Tuition and Fee Refund, 5.19 – Student Financial Obligations, 5.20 - Transcripts and 5.42 – Schedule Changes
- B. Academic Services Division Items
  - 1. Sabbatical Leave Recommendation
- C. Student Services Division Items

- D. Administrative Services Division Items
  - 1. Variable Tuition Rates
  - 2. Selection of External Auditors
- E. Information Technology Items
- F. Executive Division Items

**IV. Information Items**

- A. Staff Reports
  - 1. Academic Services
  - 2. Student Services
  - 3. Administrative Services
    - a. Position Vacancies and Hires
    - b. Construction Progress Update
    - c. Monthly Financial Report
  - 4. Information Technology
  - 5. Advancement Office
  - 6. Executive Division
    - a. Review of Agenda Master Calendar
- B. President's Report
- C. Report from Faculty Senate
- D. Report from Faculty Association
- E. Report from Professional Staff
- F. Report from Facilities Services Council
- G. Chairman's Report
- H. Secretary's Report
- I. Foundation Report
- J. Other Board Members' Reports

**V. Strategic Discussion**

**VI. Executive Session**

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

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

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

**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 January and the  
January Treasurer's Report

**DATE:** February 28, 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 January, 2024, (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 January 31, 2024.

**MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during January 2024, and ratify the January 31, 2024, 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:** February 28, 2024

<b>Name</b>	<b>Meeting</b>	<b>Location</b>	<b>Purpose</b>	<b>Amount</b>
Smith, Kalith	American Association of Community Colleges	Louisville, KY	Professional Development	\$2,418
Wilson, Diane	Committee on Accreditation - Neurodiagnostic Technology	Tampa, FL	Professional Development	*\$0
Parton, Becky	American Association of Community Colleges	Louisville, KY	Professional Development	\$2,268
Chamberlain, Kat	Ellucian Live	San Antonio, TX	Professional Development	\$3,405
Mills, Alison	Ellucian Live	San Antonio, TX	Professional Development	\$3,721
Hinton, Corrine	College Composition and Communication Annual Convention	Spokane, WA	Professional Development	\$1,980
Suchland, Colin	Midwest Sociological Society Annual Meeting	Des Moines, IA	Professional Development	\$1,216
Casey, Natasha	Central States Communication Association Conference	Grand Rapids, MI	Professional Development	\$934
Yenerall, Kirk	American Association of Community Colleges	Louisville, KY	Professional Development	\$2,418

Roberts, Ryan	Catalyst – Phi Theta Kappa International Conference	Orlando, FL	Professional Development	\$2,447
Sunderlin, Tiffany	National Junior College Athletic Association	Charlotte, NC	Professional Development	\$1,523
Letterle, Kody	Roland Machinery Training Class	De Pere, WI	Professional Development	\$409
Roberts, Ryan	Harvard Law School Library	Cambridge, MA	Professional Development	\$792
Mitkos, Andy	Chair Leadership Academy	Wisconsin Dells, WI	Professional Development	\$3,612
Conway, Gretchen	American Occupational Therapy Association	Orlando, FL	Professional Development	\$3,320
Casey, Natasha	Council for the Study of Community Colleges	Pittsburgh, PA	Professional Development	\$1,053
Hayes, Richard	National Academic Advising Association	Milwaukee, WI	Professional Development	\$1,012
Ackman, Robin	Watermark Engage 2024 Conference	Minneapolis, MN	Professional Development	\$1,421
Watkins, Adam	Assessment in High Ed International Conf on Assessing Quality in Higher Ed	Berlin, Germany & Manchester, England	Professional Development	\$4,750
Shaver, Matthew	Assessment in High Ed International Conf on Assessing Quality in Higher Ed	Berlin, Germany & Manchester, England	Professional Development	\$4,750
Ervin, Tim	APPA 2024 Spring Conference	Nashville, TN	Professional Development	\$2,292

*\*Paid by Committee on Accreditation - Neurodiagnostic Technology*



**AGENDA ITEM II.E.1**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees  
**FROM:** Charlotte J. Warren  
President  
**SUBJECT:** Welders for Workforce  
**DATE:** February 28, 2024

The College issued an invitation to bid for five welding machines and various accessories for our Workforce Career Center. The new welding machines are a significant upgrade from the existing machines in quality and the many functions the new machines can perform.

<b>Bidder</b>	<b>Bid Price</b>
ILMO Springfield, IL	\$27,318.78

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Sunday, January 7, 2024, edition of the State Journal Register.

In addition to the bidder above, the solicitation was also sent to:  
Airgas, Springfield; A&I Electrical, Percy; Active Electrical Supply, Chicago; Adam's Trade & Services, Schaumburg; ADS Electric, Vandalia; Alpha Phase Electric, Chicago; Central State Construction, Marshall; Centralia Home Center, Centralia; City Electric Supply, Rockford; Dowdy Construction, Karnak; Emmett-Scharf Electric, Bloomington; F.W. Electric, Benton; ITOR Inc, Homer Glen; Jess Electric, Jacksonville; Juniper Construction and Design, Willow Springs; K.P., Inc, Kankakee; Keast Electric, Bradley; Latin American Chamber of Commerce, Chicago; Lil Rock Electrical Construction, Carlyle; Loyd Electric & Ag Supply, Sesser; LTS Building Systems, Petersburg; Meade Inc., McCook; MidAmerican Technology, Serena; Midwest Stone Source, Rockford; Millennium, Mokena; Minks Landscaping, Marissa; MK4 Solutions, Woodridge; Ogni Inc., Wooddale; Peters Electric and Technology, Maple Park, Prime Electric, Chicago; Pure Electric, Chicago; Laura Roach, Savanna; Sessions Electric, Clinton; StartCore Construction, Chicago; Technimark, Cary; Willow Electrical Supply, Schiller Park, Wissehr Electric, Belleville.

**Budget Impact:**

Total Funds Requested: \$27,318.78  
Source of Funds: Perkins Grant  
Projected Revenue: N/A  
Projected Savings: N/A

**Student Learning Impact:**

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

Students will be learning real-life skills on equipment similar to what they can expect to use in the workplace.

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

N/A

**MOTION: Move to approve a purchase order to ILMO for five welders and accessories at the total estimated cost of \$27,318.78 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2024-14.**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

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

**DATE:** February 28, 2024

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 Corrections to provide safety training. Approximately 800 IDOC employees will be trained between January and December 2024.

The Continuing, Corporate, and Professional Education Department seeks approval to partner with DRI International to provide Business Continuity Training for the Illinois Department of Innovation and Technology. LLCC will provide training to six DoIT employees in March.

The Health Professions department seeks approval to amend the Affiliation Agreement with HSHS Medical Group to include all health professions programs. HSHS Medical Group has multiple locations and facilities that suit the educational needs of the students.

**MOTION: Move to ratify the intergovernmental agreement with the Illinois Department of Corrections, approve the partnership with DRI International to train DoIT employees for \$23,970 and approve the affiliation agreement amendment with HSHS Medical Group.**

**MEMORANDUM**

**AGENDA ITEM II.F.2**

**TO:** Members, LLCC Board of Trustees  
**FROM:** Charlotte J. Warren  
President  
**SUBJECT:** Coastal Cloud, Salesforce Consulting and Developing Services  
**DATE:** February 28, 2024

Board approval is requested to contract with Coastal Cloud for Salesforce consulting and development in the amount of \$120,705. After a discovery phase, Coastal Cloud has provided the project scope and cost estimate to migrate the college’s instance of Salesforce from the EDA model to the Education Cloud platform, and to implement Salesforce Phase I capabilities as listed below.

EXISTING LLCC FUNCTIONALITY	PHASE I CAPABILITIES
Bolster strong adoption by ensuring key, existing functionality is migrated to the new org. <ul style="list-style-type: none"><li>● Security &amp; Permissions</li><li>● Page Layouts</li><li>● Notifications</li><li>● Reports &amp; Dashboards</li><li>● Workflows</li><li>● Basic org setup</li><li>● OOTB EDC features</li></ul>	Expand LLCC’s Salesforce functionality and usage by introducing the Phase 1 capabilities and features. <ul style="list-style-type: none"><li>● Recruitment (10)</li><li>● Marketing &amp; Comms (1)</li><li>● External Partners (3)</li><li>● Security (5)</li><li>● Appointment Tracking (5)</li><li>● All top 5 priorities included</li></ul>

The vendor hourly rate is \$195. A total of 619 hours is expected to be used to complete implementation and configuration of Salesforce to reach a fully functioning, operational solution, and to develop a clear path forward to reach technology enhancements and college goals.

Item	Hours	Subtotal
Implementation	240	\$ 46,800
Data Migration	160	\$ 31,200
Testing	61	\$ 11,895
Training	34	\$ 6,630
Deployment & Go-Live	45	\$ 8,775
Project Management	79	\$ 15,405
<b>Total</b>	<b>619</b>	<b>\$120,705</b>

**Budget Impact:**

Total Funds Requested:	\$120,705.00
Source of Funds:	Operational
Projected Revenue:	N/A
Projected Savings:	N/A

**Student Learning Impact:**

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

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

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

Improving student enrollment and retention rates.

**MOTION: Move to approve the contract with Coastal Cloud for Salesforce consulting and developing in the amount of \$120,705.**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** RL Canning, Network Administration Services

**DATE:** February 28, 2024

Board approval is requested to contract for network administration services with RL Canning in the amount of \$ 108,600.

**Combined Support Services Cost for 12 Months**

Service	Cost
Engineering on Demand (240Hrs.)	\$ 33,600
Junior Network Admin (1 FTE - 6 months)	\$ 75,000
<b>Total</b>	<b>\$ 108,600</b>

By contracting the above services, LLCC will gain access to senior level network administration and engineering, and junior level network administration for onsite work while the current Network Administrator job vacancy is filled.

**Budget Impact:**

Total Funds Requested: **\$108,600**  
 Source of Funds: Operational  
 Projected Revenue: N/A  
 Projected Savings: N/A

**Student Learning Impact:**

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

Help support the operation of the college.

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

Improving reliability and security of the college's computer network.

**MOTION:** Move to approve the contract with RL Canning for network administration services for \$108,600.

**AGENDA ITEM II.G**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Monthly Grant Status Report

**DATE:** February 28, 2024

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

Academic Services seeks ratification for the application for the Access and Equity in Dual Credit Project. If awarded, funds will be used to offer First Year Experience (FYE) Course in the public high schools of the district. Second, LLCC proposes to subcontract with the Career Area Career Center (CACCC) and the South-Central Illinois Career Center to help them upgrade equipment in automotive, culinary arts and welding so that they can be approved as dual credit programs.

**MOTION: Move to ratify the grant application for the Access and Equity in Dual Credit Project Grant in the amount of \$149,415.**

**AGENDA ITEM II.I.1**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Interior Wayfinding Phase 1 – Contractor Recommendation

**DATE:** February 28, 2024

Sealed proposals were requested for the Interior Wayfinding Phase 1 Project and were received at the Construction Manager’s office on February 6th. The scope of the project includes interior wayfinding in Sangamon Hall, Menard Hall, and A. Lincoln Commons.

A tabulation of those proposals are as follows:

<b>Contractor</b>	<b>Base Bid</b>
<b>APCO Signs Oswego, IL</b>	<b>\$179,116</b>
Parvin-Clauss Sign Co. Inc. Carol Stream, IL	\$249,566
Serigraphics Minneapolis, MN	\$202,129
Archetype Minneapolis, MN	\$245,059*

\*Archetype did not attend the mandatory pre-bid meeting; therefore, Archetype’s bid is non-responsive.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Thursday, January 11, 2024, edition of the Illinois Times.

This project’s budget was originally approved on October 25, 2023, at \$248,200 funded with Projection, Health, and Safety. The bids received came in higher than originally anticipated. The project has exceeded the original budget as follows:

Project Engineering Fee	\$78,150
Advertising	\$534
Base Bid (listed above)	\$179,116
Project Contingency	\$18,000
Revised Budget Total	<u>\$275,800</u>



The \$27,600 increase in the project budget will be funded by Excess PHS Funds.

**Budget Impact:**

Total Funds Requested:	\$197,116 (\$179,116 Bid Amount + \$18,000 Contingency)
Source of Funds:	Protection, Health, and Safety
Projected Revenue:	N/A
Projected Savings:	N/A

**Student Learning Impact:**

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

By improving the physical environment in which instruction, study, 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 \$179,116 from APCO Signs and to establish a project contingency in the amount of \$18,000, for an aggregate amount of \$197,116 to complete the Interior Wayfinding Phase 1 Project at LLCC's Main Campus.**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Main Campus Parking Lots 5 & 7 Improvements – Contractor Recommendation

**DATE:** February 28, 2024

Sealed proposals were requested for the Main Campus Parking Lots 5 & 7 Improvements Project and were received at the Construction Manager’s office on January 30th. The scope of the project includes milling and paving parking lots 5 and 7 on the Main Campus.

A tabulation of those proposals are as follows:

Contractor	Base Bid
P.H. Broughton & Sons, Inc. Springfield, IL	\$243,872.28
Ron Furman's Commercial Sweeping & Paving Cantrall, IL	\$281,810.00
<b>Truman L. Flatt &amp; Sons Springfield, IL</b>	<b>\$207,495.70</b>

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Thursday, January 11, 2024, edition of the Illinois Times.

The lowest responsive bid is within the project budget approved during the FY24 budgeting process.

**Budget Impact:**

Total Funds Requested: \$228,245.70  
(\$207,495.70 Bid Amount + \$20,750 Contingency)

Source of Funds: Infrastructure

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 \$207,495.70 from Truman L. Flatt & Sons and to establish a project contingency in the amount of \$20,750, for an aggregate amount of \$228,245.70 to complete the Main Campus Parking Lots 5 & 7 Improvements Project at LLCC's Main Campus.**

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

**AGENDA ITEM III.A.1**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees  
**FROM:** Charlotte J. Warren  
President  
**SUBJECT:** New Board Policy – Board Policy 4.18 – Dual Credit  
**DATE:** February 28, 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 was presented last month for a first reading and is submitted for Board approval this evening.

**MOTION: Move to approve new Board Policy 4.18 – Dual Credit.**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Revision to Board Policies 5.14, 5.18, 5.19, 5.20 and 5.42

**DATE:** February 28, 2024

The following are proposed changes to Board Policy 5.14 – Tuition and Fee Rates/Payment, 5.18 – Tuition and Fee Refund, 5.19 – Student Financial Obligations, 5.20 – Transcripts, and 5.42 – Schedule Changes.

Changes to board policies 5.14, 5.19, and 5.20 are necessitated by an amendment to SB 49 Student Debt Assistance which became effective July 1, 2023. The amendment restricts the ability of colleges to withhold transcripts for an outstanding balance for students who are seeking employment or to further their education. To comply with the amendment, we are removing any reference to the withholding of transcripts due to an outstanding balance.

Changes to board policies 5.18 and 5.42 reflect a change to add period each term. After reviewing the success rates of students who add classes late in the first week of the semester, and considering feedback from students who find the current add period to be confusing, we are requesting a change to our add period to shorten it from the first full week of the term to through Wednesday of the first week of the term. This aligns the add period of our full semester terms with those of our module terms.

***5.14 - Tuition and Fee Rates***

***Policy Statement:***

*The in-district tuition rate shall be adjusted at the beginning of each academic year (fall term) to reflect the previous year's state average, adjusted for cost of living. The state average will be the average as determined by the Illinois Community College Board. The cost-of-living adjustment to be used shall be that which is the most recently available Higher Ed Price Index. The adjusted tuition shall be rounded to the nearest one-half dollar. Rates for out-of-district and out-of-state students shall be established in accordance with the Act\* and the Rules of the State Board. Courses which consist primarily of travel outside the community college district shall be charged at in-district rates regardless of student residency status.*

*The Board shall establish from time to time the fees to be assessed for specific courses, special services or student activities.*

*Unless otherwise authorized by the chief financial officer, all tuition and fees shall be paid in full prior to the beginning of classes. If installment payments have been authorized, then the failure to make any payment when due may subject the student to immediate dismissal or such other penalty as may be deemed appropriate, ~~including the withholding of grades or transcripts.~~*

*Legal Citation:*

*110 ILCS 805/3-45 and 110 ILCS 805/6-4*

### ***5.18 - Tuition and Fee Refund***

***Policy Statement:***

Students who officially drop a course(s) during the first week of any ~~semester~~ *term* will receive a refund of 100% of tuition and course fees paid. Refunds for a course(s) with a shorter schedule, e.g., modules, summer session, etc. and for semesters that have an irregular start (e.g., have a holiday within the first week) shall be made on a pro rata basis.

In the event a course is canceled, all paid tuition and fees will be refunded.

No refund will be made to students who are withdrawn from any course for disciplinary reasons or absenteeism. Refunds for special fees (e.g., fees connected to travel-study or fees for required background checks) will be considered on a situational basis regardless of drop date.

Workforce Development and Community Education programs may have different refund policies. Please refer to the individual program for additional information regarding this and other policies.

### ***5.19 - Student Financial Obligation***

***Policy Statement:***

*Students shall discharge all financial and other obligations to the District prior to registering for the next semester. These obligations include, but are not limited to, overdue library book fines, tuition, student fees, bookstore charges, and childcare center fees. ~~Failure to satisfy such obligations may result in the withholding of transcripts, grade reports, and letters of honorable dismissal.~~*

### ***5.20 – Transcripts***

***Policy Statement:***

*The College shall, upon request, provide students with official transcripts of all credit coursework attempted with attendant grades ~~provided that students have discharged all financial obligations to the College.~~*

### ***5.42 – Schedule Changes***

***Policy Statement:***

*Students may enroll or withdraw from courses as follows:*

1. *Enrolling in Course(s): Students may enroll before a term begins. After the starting date of a term, a student may not initially enroll. Students already enrolled in a course(s) for a given term may add a course(s) to their schedule ~~during the first week in that term~~ through Wednesday of the first week in that term. In special and unusual circumstances, the Vice President, Student Services, or the Vice President's designee, may, after consultation with the relevant faculty member and the appropriate dean, authorize a registration after the late registration period. A late fee shall be assessed if the student adds a course(s) after the first meeting.*
2. *Withdrawing from Course(s): Students may officially withdraw from courses up to one full week before the last day of classes in a regular college semester or term. After the sixth day of class a student will receive a grade of "W". Shorter term courses will have a proportionate withdrawal period. Refunds shall be in accordance with Board Policy 5.18, "Tuition and Fee Refund", and the grade recorded at the time of withdrawal shall be in accordance with Board Policy 5.8, "Grades Given Upon Withdrawal."*

These changes are 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 March 2024 meeting of the Board.



**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Sabbatical Leave Recommendation for 2024-2025

**DATE:** February 28, 2024

Three (3) faculty members submitted a sabbatical leave request for the academic year 2024-2025. The Sabbatical Leave Committee, composed of tenured faculty members, reviewed the requests, and forwarded their review and feedback.

The following sabbatical leave requests for the 2024-2025 Academic Year are submitted for your approval.

**Jennie O'Malley, Professor of Biology**, requests sabbatical leave for the Spring 2025 semester. Prof. O'Malley will be working on the creation of instructional videos, images, and supplemental content that would enhance Anatomy and Physiology instruction. The project will include the development of content across the entire A&P course sequence including histology and the eleven body systems studied. These materials will be incorporated across all sections of A&P, used by all students, and will be put on reserve in the library for check-out establishing OER content for these courses. This project will enhance equity amongst students by providing the same course content for all students to engage with.

**Tameka Johnson-Tillman, Professor of English**, requests a sabbatical leave for the Spring 2025 semester. Prof. Johnson-Tillman will work to complete necessary research and analyze collected data to then begin and complete writing her dissertation in pursuit of her PhD in English Studies. Her research is focused on Hip Hop literacy, social justice, linguistic justice, and identity which inform her instruction by incorporating the intersections of language, identity, and culture into the work students complete in her first-year writing courses.

**MOTION: Move to approve the sabbatical leave for Jennie O'Malley and Tameka Johnson-Tillman for Spring Semester 2025.**

**AGENDA ITEM III.D.1**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Variable Tuition Rate

**DATE:** February 28, 2024

Procedures under Board Policy 5.14, Tuition and Fee Rates/Payment, allow for tuition and fees to be assessed for specific courses and special services. In 2007, the LLCC Board of Trustees adopted a variable tuition rate for programs with high costs of delivery. Accordingly, the following additional per credit hour variable tuition amount is proposed. This amount is in addition to the standard tuition rate.

For the newly established Cardiovascular Sonography (CVS) and Medical Laboratory Technician (MLT) courses, we are proposing a variable tuition rate of 2.0 times the standard tuition rate. All CVS courses will be assessed a variable tuition rate of \$140.00 beginning Fall 2024. MLT courses will begin Fall 2025 and will be assessed a variable rate of 2.0 times the standard tuition at that time. This rate is consistent with all the health professions programs.

**MOTION: Move to include a variable tuition rate for CVS beginning Fall 2024 semester and MLT beginning Fall 2025 semester.**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees  
**FROM:** Charlotte J. Warren  
President  
**SUBJECT:** Selection of External Auditors  
**DATE:** February 28, 2024

The College recently advertised and received responses to a Request for Proposal for Auditing Services for a five-year period covering fiscal years 2024-2028. Services to be provided to the College include auditing the financial records of the college, preparing the annual comprehensive financial report, preparing required ICCB and other grant financial reports and communications with the Board of Trustees.

Respondents and their prices are detailed below:

<b>Respondent</b>	<b>Price</b>
Sikich LLP	\$400,615
Kerber, Eck, and Braeckel LLP	\$502,500
Crowe Horwath LLP	\$514,300

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Friday, January 5, 2024, edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to: Eck Schafer & Punk LLP, Springfield; Kemper CPA Group LLP, Mattoon; RSM, Springfield; WIPFLI LLP, Sterling; Forvis, Oak Brook Terrace; Estes, Bridgewater and Ogden, Springfield; Hughes Cameron and Company, Springfield; KPMG, online submission; Plante Moran, Schaumburg, IL; Grant Thornton, Chicago.

The Firms were evaluated based on the following criteria:

- Familiarity with GASB, OMB A-133 and required ICCB audit schedules and guidelines;
- Internal quality control;
- Experience with Illinois Community Colleges;

- Depth and experience of staff and working relationship with clients;
- Frequency of contact and availability of staff to meet the College's timeline;
- Overall cost;
- Additional available services.

The College agreed that each firm possesses the needed aptitude, skills and personnel needed to conduct an independent and professional audit for the college. The proposals submitted were high quality, therefore, the final decision came down to overall cost.

**Budget Impact:**

Total Funds Requested:	\$400,615
Source of Funds:	Audit Fund
Projected Revenue:	N/A
Projected Savings:	N/A

**Student Learning Impact:**

**How will proposed agenda item impact student learning?** The impact is indirect, by receiving an unqualified opinion (clean audit) and the Certificate of Excellence in financial reporting provides added value to the College and provides an assurance for the students who attend our College.

**How will proposed agenda item be measured?** By receiving an unqualified opinion by the auditing firm.

**MOTION: Move to engage Sikich as external auditors to review the College's financial statements for FY2024 through FY2028 for a total cost of \$400,615.**

***IV. Information Items***

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Position Vacancies and Hires

**DATE:** February 28, 2024

**POSITION VACANCIES**

**Classified**

Administrative Assistant to the Dean, Workforce Institute (FT)  
Building Custodian (FT)  
Course Materials Coordinator (FT)

**Professional**

Application Developer I (FT)  
Community Education Culinary Coordinator (FT)  
Compliance and Prevention Coordinator (FT)  
Early Childhood Education Advocate (FT)  
Network Administrator (FT)  
Student Records Evaluator (FT)  
Student Success Coach I (FT)

**Administrator**

**Full-time Faculty**

Instructor, Accounting  
Instructor, Computer Science  
Instructor, Nursing (2)  
Instructor, Basic Nurse Assistant (2)  
Instructor, Psychology  
Instructor, Respiratory Care

**NEW HIRES**

Diana Hobrock	Admissions Specialist	02/26/2024
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**RESIGNATIONS**

Ernest Ashby	Course Materials Coordinator	02/15/2024
Tim Cunningham	IT Project Manager	02/29/2024

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees  
**FROM:** Charlotte J. Warren  
President  
**SUBJECT:** Construction Progress Update  
**DATE:** February 28, 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 complete.

**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.

## **PHS Projects – FY24**

### **Interior Wayfinding Phase 1**

Our recommendation is before you tonight.

### **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**

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

### **Jacksonville & Main Campus Classroom Upgrades**

The project is under way.

### **Main Campus Parking Lots 5 & 7 Improvements**

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 a bid opening in April 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 anticipate submission of bid documents to the EDA for review in the near future.

## **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.

**AGENDA ITEM IV.A.6.a**

**AGENDA MASTER CALENDAR**

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

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