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

***March 27, 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, March 27, 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 March 27, 2024 Meeting
- D. Introductions and Recognitions
- E. Hearing of Citizens

**II. Consent Agenda**

- A. Approval of Minutes of the Regular Meeting of February 28, 2024 and the Minutes of the Decennial Committee Meeting
- B. Ratify Payment of All Cash Disbursements for February and the February 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 Equipment
  - 2. Aviation Components
  - 3. Ultrasound Machine
- F. Contracts/Agreements
  - 1. Monthly Training Contract/Clinical Agreement Status Report
  - 2. Professional Development Workshop
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
  - 1. Softball Dugout Code Compliance Upgrades – Proposal Recommendation
- J. Other Items
  - 1. Disposal of Obsolete Equipment

**III. Action Agenda**

- A. Policies
  - 1. 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

- 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 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**

- A. Police Department Presentation.

**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 February and the February Treasurer's Report

**DATE:** March 27, 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 February, 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 February 29, 2024.

**MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during February 2024, and ratify the February 29, 2024, 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:** March 27, 2024

<b>Name</b>	<b>Meeting</b>	<b>Location</b>	<b>Date</b>	<b>Account</b>	<b>Amount</b>
Jones, Chad + Women's Basketball Team	Women's Basketball Nationals	Joplin, MO	Mar 17 – Mar 24, 2024	Operating Funds	\$23,974

**AGENDA ITEM II.C.2****MEMORANDUM****TO:** Members, LLCC Board of Trustees**FROM:** Charlotte J. Warren  
President**SUBJECT:** Out-of-State Travel**DATE:** March 27, 2024

<b>Name</b>	<b>Meeting</b>	<b>Location</b>	<b>Purpose</b>	<b>Amount</b>
Giles-Brown, Leigh	Midwest Society of Diagnostic Ultrasound Spring Seminar	Brooklyn Park, MN	Professional Development	\$1,189
Giles-Brown, Leigh	International Foundation for Sonography Education and Research	Philadelphia, PA	Professional Development	\$1,015
Knoll, Justin	Association for Institutional Research annual conference	Denver, CO	Professional Development	\$2,059
Russell, Chris	International Association of Campus Law Enforcement Administrators	New Orleans, LA	Professional Development	\$2,382
Gleckler, Bryan	Springfield Sangamon Growth Alliance	Washington, D.C.	Professional Development	\$1,841
Matejka, Gregory	Multi-State Information Sharing and Analysis Center	Orlando, FL	Professional Development	\$1,865
Armbruster, Anne	Council for Opportunity in Education Student Support Services Proposal Writing Workshop	Philadelphia, PA	Professional Development	\$1,878



Warren, Charlotte	Springfield Sangamon Growth Alliance	Washington, D.C.	Professional Development	\$1,841
Wiediger, Beth	North American Society for the Psychology of Sport	New Orleans, LA	Professional Development	\$1,987
Smock, Cynthia	Central Society of Electroneurodiag nostic Technologists Annual Conf.	LaCrosse, WI	Professional Development	\$911
Lane, Sheridan	Café Conference & Deans and Directors Retreat	San Antonio, TX	Professional Development	*\$2,628
Beaird, Jacob	Association for Institutional Research annual conference	Denver, CO	Professional Development	\$2,087
Lamb, Jolene	Sand County Almanac Tour	Baraboo, WI	Student Trip	**\$9,435

\*\$1,500 grant funds, \$1,128 Auxiliary Fund

\*\* Participant fees expected to cover 100% of trip

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees  
**FROM:** Charlotte J. Warren  
President  
**SUBJECT:** EMS Equipment  
**DATE:** March 27, 2024

The College provided notice of our intent to enter into a sole source agreement with Stryker Sales Corporation to provide equipment that will be utilized in our recently purchased ambulance and in the classroom. Stryker Sales Corporation will provide a cot/stretcher, a cardiac monitoring machine, and a mechanical chest compression/CPR device.

The ambulance that was recently purchased came equipped with a Stryker loading plate and cardiac monitor docking station. The cot and cardiac monitoring equipment we're requesting are needed for compatibility with hardware already installed in the ambulance. The mechanical chest compression/CPR device being requested will ensure compatibility and consistency with existing equipment and software utilized by the department.

**Budget Impact:**

Total Funds Requested:	\$91,525
Source of Funds:	Perkins
Projected Revenue:	N/A
Projected Savings:	N/A

**Student Learning Impact:**

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

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

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

Compatibility with existing equipment and software is required.

**MOTION: Move to approve a purchase order to Stryker Sales Corporation for EMS equipment at the total estimated cost of \$91,525.**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees  
**FROM:** Charlotte J. Warren  
President  
**SUBJECT:** Aviation Components  
**DATE:** March 27, 2024

The College issued an Invitation to Bid for aviation components, that once assembled, will result in a Garmin small aircraft avionics system. A summary of the bids received is detailed below.

<b>Bidder</b>	<b>Bid Price</b>
Byerly Aviation Peoria, IL	\$33,974.67

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Thursday, February 29, 2024, edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to: Avionics Place, Rockford; Pacific Coast Avionics, Aurora, OR; Gulf Coast Avionics, Lakeland, FL; Aviation Training Foundation, LLC, Orange City, FL.

**Budget Impact:**

Total Funds Requested: \$33,974.67  
Source of Funds: Aviation Grant  
Projected Revenue: N/A  
Projected Savings: N/A

**Student Learning Impact:**

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

Students will be provided with training equipment similar to what they will be working on once they enter the workforce.

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

N/A

**MOTION:** Move to approve a purchase order to Byerly Aviation for aviation components at the total estimated cost of \$33,974.67 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2024-16.

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Ultrasound Machine

**DATE:** March 27, 2024

The College issued an Invitation to Bid for a refurbished ultrasound machine to be used in our new Cardiovascular Sonography classes. A summary of the bids received is detailed below.

<b>Bidder</b>	<b>Bid Price</b>
<b>RPS Imaging Michigan City, IN</b>	<b>\$59,850</b>
RPS Imaging Michigan City, IN	\$67,500
GE Healthcare Wauwatosa, WI	\$84,352
RPS Imaging Michigan City, IN	\$107,480

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Thursday, February 29, 2024, edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to: Ace Vision Ultrasound, St. Charles, IL; Probo Medical, Fishers, IN; UltraSelect Medical, North Charleston, SC; USC Ultrasound, Ronkonkoma, NY; Pro Healthcare Products, Rexburg, ID; Henry Schein Medical, Melville, NY; AME Ultrasound, Seattle, WA; 360 Medical, Schomberg, Ontario, Canada; SI Medical Supply, Chicago; Valor Elite Supply, LLC, St. Augustine, FL; School Wholesale Supplies, LLC, Nashville, TN.

**Budget Impact:**

Total Funds Requested: \$59,850  
 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 provided with training equipment similar to what they will be working on once they enter the workforce.

How will proposed agenda item be measured?

N/A

**MOTION:** Move to approve a purchase order to RPS Imaging for a refurbished ultrasound machine at the total estimated cost of \$59,850 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2024-17.

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

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

**DATE:** March 27, 2024

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

The Community Education Department has entered into a contract with the Chaine des Rotisseurs to host the Chaine Bistro Dinner. Approximately 45 people will attend the dinner at the Bistro Verde in April.

LLCC Jacksonville has entered into a Facilities Usage agreement with the Jacksonville Public Library. Jacksonville Public Library will utilize space at the Jacksonville Campus in February 2024.

LLCC Jacksonville has entered into a Facilities Usage agreement with the National Safety Council. National Safety Council will utilize space at the Jacksonville Campus in December 2023 and January and February 2024.

LLCC Jacksonville has entered into a Facilities Usage agreement with the National Safety Council. National Safety Council will utilize space at the Jacksonville Campus in April, May, and June 2024.

The Continuing, Corporate, and Professional Education Department seeks ratification for the contract for Nestle Lubrication Training. LLCC will provide training on site at Nestle in Jacksonville in March.

The Community Education Department seeks approval to enter into a contract with Girls on the Run to hold their Summer Girls on the Run Camp at LLCC. LLCC will host the camp July 8-11, 2024.

**MOTION: Move to ratify the Nestle Lubrication Training contract in the amount of \$16,900 and approve the contract with Girls on the Run.**

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees  
**FROM:** Charlotte J. Warren  
President  
**SUBJECT:** Professional Development Workshop  
**DATE:** March 27, 2024

The College will partner with Unchartered Leadership to customize and deliver the Navigating Disruption workshop. The workshop goes beyond traditional leadership skills to build advanced, adaptive, and complex thinking skills needed by administrators to work collectively to make progress on the college’s most challenging problems. The workshop accommodates up to 24 administrators and consists of 3 virtual sessions and a 4-day face-to-face workshop.

**Budget Impact:**

Total Funds Requested: \$38,369  
Source of Funds: Operating Funds  
Projected Revenue: N/A  
Projected Savings: N/A

**Student Learning Impact:**

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

By improving participating administrators’ ability to adapt to change and work collaboratively to address student needs.

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

The project will be measured by participation of the attendees, and then by satisfaction surveys of the attendees and stakeholders.

**MOTION:** Move to approve the agreement with Unchartered Leadership to customize and deliver the Navigating Disruption workshop in the amount of \$38,369.



**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Monthly Grant Status Report

**DATE:** March 27, 2024

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

Adult Education seeks ratification for the application for the Adult Volunteer Literacy Program. If awarded, funds will be used to provide tutoring to adults reading below the ninth-grade level or possess beginning level English language skills.

Continuing, Corporate and Professional Education is seeking ratification for the application for the Noncredit Workforce Training Grant. If awarded, LLCC will provide a small business leadership development training with priority given to employees from small (500 employees or less), minority or women-owned business.

**MOTION:** Move to ratify the grant application for the Adult Volunteer Literacy Grant in the amount of \$65,538 and the grant application for the Noncredit Workforce Training Grant in the amount of \$100,000.

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Softball Dugout Code Compliance Upgrades – Proposal  
Recommendation

**DATE:** March 27, 2024

The college has been working with CORE Construction Services of IL, Inc. (CORE), Peoria, IL, and their Job Order Contracting (JOC) delivery method to establish the cost for this project. This method utilized pre-negotiated contracts that CORE has with E&I Coop Services to procure projects without having to bid in the “traditional” manner. As a member of E&I, CORE has an IPHEC (Illinois Public Higher Education Cooperative) purchasing number. The college is currently a member of IPHEC and uses this to purchase furniture and other items that have already been pre-negotiated. The JOC process is similar in that CORE has negotiated a fee for JOC projects and has an agreement with E&I through 2027.

Job Order Contracting is a legal procurement method in Illinois and the Construction Management Office has reached out to other community colleges and universities as references. They found other colleges and universities have used this method successfully. In addition, this delivery method has been reviewed by Rick Grenzabach of Brown, Hay + Stephens and he is in agreement that this is a legal way with which the college can procure projects. CORE has solicited multiple subcontractor proposals for each of the trades, will comply with all other board policy requirements (paying prevailing wage, apprenticeships, tax exempt on materials, etc.) and have a plan to have 18% BEP (Business Enterprise Program) participation through subcontractors on this project.

The total of CORE’s proposal is \$425,090 including demolition of existing softball dugouts and construction of two softball dugouts, installation of rubber flooring at both softball and baseball dugouts and installation only of benches, shelves, helmet, and bat storage at the softball dugouts. Benches, shelves, helmet, and bat storage, etc. will be purchased with FFE funds and installed by CORE.

Note that this was not advertised in any newspaper in local circulation as it is not required to per the JOC contract cooperative.

This project's budget was originally approved on October 25, 2023, at \$400,000 funded with Projection, Health, and Safety. The above JOC proposal came in higher than originally anticipated due to ongoing inflation. The project has exceeded the original budget by \$44,350. The \$44,350 increase in the project budget will be funded by Excess PHS Funds.

**Budget Impact:**

Total Funds Requested:	\$444,350 (\$425,090 JOC Proposal Amount + \$19,260 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 JOC Proposal from CORE Construction Services of IL, Inc. in the amount of \$425,090 and establish a project contingency in the amount of \$19,260, for an aggregate amount of \$444,350 to complete the Softball Dugout Code Compliance Upgrades Project at LLCC's Main Campus.**

**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Disposal of Obsolete College Property

**DATE:** March 27, 2024

Pursuant to Policy Number 6.12, Disposal of Capital Assets, the Finance Office is seeking the Board of Trustees' approval to dispose of a cylinder head machine that had been previously used by our Automotive Technology program. The value of this machine is estimated to be greater than \$5,000. Faculty and staff have determined that this equipment is no longer relevant to our program.

The cylinder head machine was purchased in 2011 for \$28,345. The machine will be placed on Govdeals.com for disposition. Any funds received will be credited to the Surplus Property account in the Education Fund.

**MOTION:** Move to approve the sale of the cylinder head machine with any funds received being deposited into the Surplus Property Account in the Education Fund.

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

## AGENDA ITEM III.A.1

### 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:** March 27, 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 were presented last month for a first reading and are submitted for Board approval this evening.

<b>MOTION:</b> <b>Move to approve revisions to Board Policies 5.14, 5.18, 5.19, 5.20 and 5.42.</b>
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***IV. Information Items***

**MEMORANDUM**

**TO:** Members, LLCC Board of Trustees  
**FROM:** Charlotte J. Warren  
President  
**SUBJECT:** Position Vacancies and Hires  
**DATE:** March 27, 2024

**POSITION VACANCIES**

**Classified**

Administrative Assistant to the Dean, Workforce Institute (FT)  
Building Custodian (FT)  
Child Development Assistant (FT)  
Course Materials Coordinator - 2 (FT)  
Enrollment Services Representative (FT)  
Webstore Technician (FT)

**Professional**

Application Developer I (FT)  
Compliance and Prevention Coordinator (FT)  
Early Childhood Education Advocate (FT)  
Instructional Designer – 2 (FT)  
IT Project Manager (FT)  
Network Administrator (FT)  
Police Officer (FT)  
Staff Training and Development Coordinator (FT)  
Student Success Coach I (FT)

**Full-time Faculty**

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

**NEW HIRES**

Margarita Zinn	Program Assistant, Adult Education	03/01/2024
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**RESIGNATIONS**

Kenzie Chalifoux	Financial Aid Advisor	03/29/2024
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**RETIREMENTS**

Elaine Higgason	Program Assistant, Accessibility Services	05/31/2024
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**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** Construction Progress Update

**DATE:** March 27, 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 complete.

**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.

**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**

The project is under way.

### **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**

Our recommendation is before you tonight.

## **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.

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

The project is under way.

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

We anticipate work to start in May.

## **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. Ceiling and door/window frame installation has commenced.

## **Restricted O & M**

### **Renovate Millennium and Lower-level Sangamon**

The project is complete.

### **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 pending approval of an amendment to the grant agreement with the EDA.

## **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 substantially complete. We are awaiting completion of punchlist items and closeout documents.

## AGENDA MASTER CALENDAR

<p style="text-align: center;"><b>APRIL 2024</b></p> <ul style="list-style-type: none"> <li>• Seating of Student Trustee</li> <li>• Foundation Gala 4/27/24</li> <li>• Board Meeting 4/24/24</li> </ul>	<p style="text-align: center;"><b>MAY 2024</b></p> <ul style="list-style-type: none"> <li>• Student Recognition 5/8/24</li> <li>• Employee Recognition 5/16/24</li> <li>• Commencement 5/17/24</li> <li>• Board Meeting 5/22/24</li> </ul>	<p style="text-align: center;"><b>JUNE 2024</b></p> <ul style="list-style-type: none"> <li>• Summer Adjunct Faculty Listing</li> <li>• Budget Workshop</li> <li>• Board Meeting 6/26/24</li> </ul>	<p style="text-align: center;"><b>JULY 2024</b></p> <ul style="list-style-type: none"> <li>• FY25 Tentative Budget</li> <li>• Board Meeting 7/24/24</li> </ul>
<p style="text-align: center;"><b>AUGUST 2024</b></p> <ul style="list-style-type: none"> <li>• Board Meeting 8/28/24</li> </ul>	<p style="text-align: center;"><b>SEPTEMBER 2024</b></p> <ul style="list-style-type: none"> <li>• Budget Adoption/Public Hearing</li> <li>• Fall Adjunct Faculty Listing</li> <li>• Board Meeting 9/25/24</li> </ul>	<p style="text-align: center;"><b>OCTOBER 2024</b></p> <ul style="list-style-type: none"> <li>• PHS Projects</li> <li>• Board Meeting 10/23/24</li> </ul>	<p style="text-align: center;"><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 style="text-align: center;"><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 style="text-align: center;"><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 style="text-align: center;"><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>	<p style="text-align: center;"><b>MARCH 2025</b></p> <ul style="list-style-type: none"> <li>• Administrative Positions</li> <li>• Board Meeting 3/26/25</li> </ul>

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



**MEMORANDUM**

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

**FROM:** Charlotte J. Warren  
President

**SUBJECT:** LLCC Police Department

**DATE:** March 27, 2024

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