
LLCC Board of Trustees Regular Meeting

April 24, 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**

Wednesday, April 24, 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 April 24, 2024 Meeting
- D. Introductions and Recognitions
 - 1. Student Elections
 - 2. Seating of Student Trustee and Oath of Office
- E. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of March 27, 2024
- B. Ratify Payment of All Cash Disbursements for March and the March 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. Spectrometer
 - 2. Snap-On Tools
 - 3. Virtual Reality Laptops and Software
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report
 - 2. Vended Meals for Child Development Center
 - 3. Zogotech Renewal
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
 - 1. Mechanical Upgrades – Contractor Recommendation
 - 2. Construction Training Lab – Contractor Recommendation

III. Action Agenda

- A. Policies
- B. Academic Services Division Items
- C. Student Services Division Items
- D. Administrative Services Division Items

- 1. Health Insurance Rates for FY25
- 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. Quarterly Budget Transfer Report
 - d. Monthly Financial Report
 - e. Budget Increase for Capital Renewal Project for Renovate and Expand Student Services
 - 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. LLCC Women's Basketball Team

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

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Student Elections

DATE: April 24, 2024

Student Government Association elections were held April 8th -10th. Shanda Byer, Vice President of Student Services, will introduce students elected to office. Elected students include:

Student Trustee

Braden Nicoll

SGA President

Rayna Herzog

SGA Secretary

Alaina Herzog

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 March and the
March Treasurer's Report

DATE: April 24, 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 March, 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 March 31, 2024.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during March 2024, and ratify the March 31, 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: April 24, 2024

Name	Meeting	Location	Date	Purpose	Amount
Marchizza, Olivia	American Association of Community Colleges	Louisville, KY	Apr 7 – Apr 8, 2024	Student Travel	\$919

Student recipient of Phi Theta Kappa's New Century Transfer Pathway scholarship. She was invited to attend the PTK President's Breakfast.

AGENDA ITEM II.C.2

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Out-of-State Travel

DATE: April 24, 2024

Name	Meeting	Location	Purpose	Amount
Kazenski, Joi	International Foundation for Sonography Education and Research	Philadelphia, PA	Professional Development	\$918
Young, Carley	Council for Opportunity in Education	New York, NY	Professional Development	*\$3,495
Dean, Alex	Council for Opportunity in Education	New York, NY	Professional Development	*\$3,495
Armbruster, Anne	Council for Opportunity in Education	New York, NY	Professional Development	*\$3,600
Wirsing, Marina	National Career Development Conference	San Diego, CA	Professional Development	\$2,542
Ervin, Tim	Society for College and University Planning	Philadelphia, PA	Professional Development	\$2,457

Todd, Brent	Botanical Society of America	Grand Rapids, MI	Professional Development	\$1,953
Phillips, Kellee & Team	Volleyball Match	Boone, IA	Athletic Travel	\$1,960
Harmon, Bill + 24 Students	Student AG Trip	Portland, OR and vicinity	Student Travel	**\$43,800
Bland, Liz	Student AG Trip	Portland, OR and vicinity	Student Travel	\$0
Cruz, Esteban	Salesforce Education Summit	San Diego, CA	Professional Development	***\$420
O'Malley, Jennie	National Institute for Staff and Organizational Development (NISOD)	Austin, TX	Professional Development	\$2,721
Byer, Shanda	NJCAA Awards Banquet	Charlotte, NC	Administrator Travel	\$1,180
Warren, Charlotte	NJCAA Awards Banquet	Charlotte, NC	Administrator Travel	\$1,180

**Trio grant funds*

*** \$29,400 Kreher funds; \$14,400 student fees; Includes Liz Bland*

****Travel and lodging paid by Salesforce*

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Spectrometer

DATE: April 24, 2024

The College issued an Invitation to Bid for a spectrometer machine to be used in the Chemistry Department. A summary of the bids received is detailed below.

Bidder	Bid Price
Anasazi Instruments New Palestine, IN	\$46,900
Nanalysis Corp Calgary, Alberta, Canada	\$47,525
Magritek, Inc. Malvern, PA	\$58,907
Oxford Instruments Concord, MA	\$115,189
Bruker BioSpin Corp Billerica, MA	\$130,001

Anasazi Instruments proposed a machine that did not conform to our specifications; therefore, they were deemed an unresponsive bidder and Nanalysis Corp was considered our lowest responsive bidder.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Wednesday, March 4, 2024, edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to: LabX, Midland, Ontario, Canada; Fisher Scientific, Hampton, NH; Avantor, Radnor, PA; Tel-Atomic Inc., Jackson, MI; NMR Associates, Fitchburg, MA; JEOL, Peabody, MA.

Budget Impact:

Total Funds Requested: \$47,525
 Source of Funds: FFE
 Projected Revenue: N/A
 Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

This new equipment will supplement and enhance student classroom learning.

How will proposed agenda item be measured?

N/A

MOTION: Move to approve a purchase order to Nanalysis Corp. for a spectrometer at the total estimated cost of \$47,525 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2024-18.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Snap-On Tools

DATE: April 24, 2024

The College is providing notice of our intent to enter into a sole source agreement with Snap-On Tools to provide multi-meter training kits that will be utilized by our Construction Trades Program. The kits will prepare students on a wide range of topics ranging from basic applications to advanced troubleshooting. Once the curriculum is complete, the students will receive multimeter certification from Snap-on. The certification is recognized by the National Coalition of Certification Centers.

This is the only kit on the market that offers both curriculum and certification.

Budget Impact:

Total Funds Requested:	\$26,041.36
Source of Funds:	Trade School Grant Funds
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 and will receive nationally recognized certification upon completion of related curriculum.

How will proposed agenda item be measured?

N/A

MOTION: Move to approve a purchase order to Snap-On Tools for multi-meter kits at the total estimated cost of \$26,041.36

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Virtual Reality Laptops and Software
DATE: April 24, 2024

The College is providing notice of our intent to enter into a sole source agreement with Advanced Technology Consultants to provide six virtual reality (VR) laptops and proprietary software that will be utilized by our HVAC and Automotive Technology departments. The laptops will create a 3-dimensional object that can be pivoted and manipulated with a virtual stylus that connects to the laptop. The curriculum that is offered with the software is the only curriculum we have found that is rigorous and comprehensive enough to be considered for classroom learning.

Budget Impact:

Total Funds Requested: \$37,818
Source of Funds: CTE Virtual Reality Grant
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

The laptops and software will provide students with alternative opportunities to learn and will complement current classroom and hands-on learning approaches.

How will proposed agenda item be measured?

N/A

MOTION: Move to approve a purchase order to Advanced Technology Consultants for six VR laptops and related software at the total estimated cost of \$37,818.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: April 24, 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 Abraham Lincoln Presidential Library and Museum Foundation to provide a Culinary Class. The class for a maximum of 18 participants was held March 27, 2024, at LLCC.

LLCC Jacksonville has entered into a Facilities Usage Agreement with Nestle Corporation. Nestle Corporation will use rooms and facilities at the LLCC Jacksonville Campus in April.

The Health Professions Departments seeks approval to enter into a Clinical Site Agreement with Christie Clinic for students enrolled in the Diagnostic Medical Sonography Program. Christie Clinic has facilities suitable for the educational needs of the students.

MOTION: Move to approve the clinical site agreement with Christie Clinic

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Vended Meals for Child Development Center
DATE: April 24, 2024

The College issued a request for proposals for vended meals on behalf of the Child Development Center in July of 2021. The initial term was for three years, which is set to expire August 31, 2024. The initial solicitation provided two (2) single year renewal options. Both the College and the vendor, Arena Foods, would like to exercise the first renewal option. This renewal option will be effective September 1, 2024 and will expire August 31, 2025

Budget Impact:

Total Funds Requested: \$67,000
Source of Funds: Auxiliary Funds
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Children will be provided wholesome, nutritious foods during mealtimes.

How will proposed agenda item be measured?

N/A

MOTION: Move to approve the first renewal option with Arena Foods to provide vended meals at the total estimated cost of \$67,000 in accordance with the terms, conditions, and specifications of Request for Proposal #FY2022-03.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Zogotech BI System Enhancement and Support Services Contract

DATE: April 24, 2024

Board approval is requested for the annual support and maintenance of Zogotech software and the annual support and maintenance of the Student Engagement Module, a Business Intelligence module from Zogotech. The Student Engagement module allows the college to compile reports and identify data trends from the Colleague database and the data warehouse. These reports assist the college in the goal of Student Retention and Engagement.

Budget Impact:

Total Funds Requested:	\$ 44,326.58
Source of Funds:	Operating Funds
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

The Student Engagement module allows the college to compile reports and identify trends to better support strategic actions with a focus on student retention and engagement.

How will proposed agenda item be measured?

The time required to run reports. Current time will continue to take minutes and not days. The ability to identify data trends to support strategic plans.

MOTION: Move to approve the annual enhancement and support services contract for the Zogotech BI System at a total cost of \$44,326.58.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Mechanical Upgrades – Contractor Recommendation

DATE: April 24, 2024

Sealed proposals were requested for the Mechanical Upgrades Project and were received at the Construction Manager’s Office on March 27th. The scope of the project includes upgrade Sangamon rooftop drain pans and install covers to rooftop vents to prevent rain/snow entering buildings, mechanical upgrades in lower level of Cass, upgrade hot water expansion tanks in Sangamon Hall South, install redundant refrigeration system in Workforce Careers Center, and replace condensing unit at Jacksonville.

A tabulation of those proposals are as follows:

Contractor	Base Bid	Alternate Bid #1 (Menard Penthouse)
Henson Robinson Company Springfield, IL	\$491,770	\$146,320

The following companies were issued bid documents but chose not to submit a proposal: E.L. Pruitt Company, Springfield, IL, Helm Mechanical Group, Westmont, IL, and King-Lar Company, Decatur, IL.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Thursday, March 7, 2027, edition of the Illinois Times.

The lowest responsive bid is within the combined project budget approved at the January 2024 Board meeting.

Budget Impact:

Total Funds Requested: \$540,947
(\$491,770 Bid Amount + \$49,177 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 \$491,770 from Henson Robinson Company and to establish a project contingency in the amount of \$49,177, for an aggregate amount of \$540,947 to complete the Mechanical Upgrades Project at LLCC's Main Campus.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Training Lab – Contractor Recommendation

DATE: April 24, 2024

Sealed proposals were requested for the Construction Training Lab Project and were received at the Construction Manager’s Office on April 2nd. This project will create a Construction Training Lab in the lower level of Sangamon Hall South. The scope of the project includes a construction lab, classrooms, offices, art lab upgrades, and restroom upgrades in the lower level of Sangamon Hall South.

A tabulation of those proposals are as follows:

Contractor	Base Bid	Alt. Bid G1	Alt. Bid G2	Alt. Bid G3	Alt. Bid G4	Alt. Bid G5
CAD Construction, Inc. Tremont, IL	\$1,623,600	\$178,000	\$82,400	\$36,850	\$72,500	\$85,000
Johnco Construction, Inc. Mackinaw, IL	\$1,727,000	\$161,400	\$82,000	\$32,000	\$113,500	\$36,500
Limbaugh Construction Co., Inc. Granite City, IL	\$1,835,000	\$175,000	\$70,000	\$40,000	\$116,000	\$71,000
R.L. Vollintine Construction Co., Inc. Springfield, IL	\$1,791,000	\$205,000	\$98,000	\$45,000	\$82,000	\$55,000

Alternate Bid Scope:

- Alt. Bid G1: Restroom renovations and connection to building automation system.
- Alt. Bid G2: Add windows and sunscreens to south elevation of Sangamon South.
- Alt. Bid G3: Provide sprinklers at all areas not in the base bid.
- Alt. Bid G4: Provide epoxy floor coating in areas labeled to have concrete floors in the base bid.
- Alt. Bid G5: Provide trench drain replacement and new concrete paving/patching at concrete drive outside of Door 09B.

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 Illinois Times.

The lowest responsive bid is within the combined project budget approved at the August 2023 Board meeting. Due to unknown conditions the contingency amount for this project was increased to 15%.

Budget Impact:

Total Funds Requested:	\$2,390,350 (\$2,078,350 Bid Amount + \$312,000 Contingency)
Source of Funds:	O & M Restricted Fund
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 \$1,623,600, Alternate Bid G1 in the amount of \$178,000, Alternate Bid G2 in the amount of \$82,400, Alternate Bid G3 in the amount of \$36,850, Alternate Bid G4 in the amount of \$72,500, and Alternate Bid G5 in the amount of \$85,000 from CAD Construction Inc. and to establish a project contingency in the amount of \$312,000, for an aggregate amount of \$2,390,350 to complete the Construction Training Lab Project at LLCC’s Main Campus.

III. Action Agenda

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Health Insurance Rates for FY2025

DATE: April 24, 2024

In March, the insurance committee reviewed claims for the current plan year and the forecasted costs for FY2025 health insurance as determined by the College's insurance consultant, Cottingham & Butler. Overall, the current plan year claims are significantly higher than expected. There are 17 large claimants, six of which have claims exceeding the stop loss insurance deductible. Three of the large claimants were lasered by the stop loss insurance carrier and have higher individual stop loss deductibles than the standard \$100,000, two of which have exceeded their individual stop loss deductible. Overall, the 17 large claimants make up 43% of all claims paid to date. Based on claims utilization, the consultants recommended a 10% increase to premiums if there were no changes to the plans. However, the consultants reviewed other networks, and after analysis, discovered that the Cigna network would have provided close to \$1,000,000 in savings if we used their network of providers. They reviewed our current utilization and found that the disruption of changing networks would be negligible and almost all current providers used would continue to be in-network under Cigna. Based on this analysis, we were advised that if we decided to change networks, the savings would allow us to keep rates flat moving into the new plan year. After considering all the information that was available, the voting members of the committee came to consensus on a recommendation. Based on the provided information and the committee and consultant's feedback, the following is being recommended:

- Continue to offer the High Deductible Plan accompanied by a Health Savings Account conforming to IRS qualifying regulations and changing from the HealthLink network to Cigna network. In accordance with IRS requirements for a qualified high deductible plan with an embedded deductible family plan, the individual deductible for dependent coverage tiers will increase to \$3,200 while keeping the overall family deductible amount unchanged at \$5,500. For those opting for employee only coverage, the individual deductible will remain at \$3,000.
- Continue to offer the Open Access Plan and changing from the HealthLink network to Cigna network. This plan will change from a three tier (2 in-network, 1 out-of-network) format to a two tier (1 in-network, 1 out-of-network) format by eliminating the middle tier. Co-insurance and deductibles for the remaining tiers will remain unchanged.

The following are recommendations of administration and the insurance consultant:

- Maintain the Board contribution toward health insurance of 95% of employee only premium and 75% of premiums for dependent coverage tiers.
- Maintain the current plan rates for the Open Access Plan going into plan year 2025.
- Maintain the current plan rates for the High Deductible Plan going into plan year 2025.
- Set the annual Board contribution to an employee's Health Savings Account for those electing the High Deductible Plan at \$3,000.
- Establish the monthly Board contribution toward dental insurance equal to the premium set for employee only coverage. This premium will remain the same as plan year 2024.

The projected health insurance premiums are expected to generate sufficient revenue to pay expected claims, stop loss insurance and third-party administrative fees as determined by Cottingham & Butler given past claims experience, including the current year and previous two plan years, and current healthcare inflation of 6-8%.

I would like to take the opportunity to thank the members of the insurance committee for their due diligence in this process. Voting members of the committee are Samuel Barbour, Lyndsey Craigmiles-Brooks, Stephanie Cummings, Don Hohimer, Christie Hovey, Nicole Ralph. Advisory members of the committee are Kaelyn Bormida, Esteban Cruz, Bryan Gleckler and Kirsten Taylor.

It is my recommendation that we support the work and resulting recommendations presented.

MOTION: Move to approve the insurance recommendations as presented.

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: April 24, 2024

POSITION VACANCIES

Classified

Administrative Assistant to the Dean, English & Humanities (FT)
Child Development Assistant - 2 (FT)
Enrollment Services Representative - 2 (FT)
Program Assistant, Community Education (FT)
Webstore Technician (FT)

Professional

Application Developer I (FT)
Early Childhood Education Advocate (FT)
Financial Aid Advisor (FT)
Instructional Designer – 2 (FT)
IT Project Manager (FT)
Network Administrator (FT)
Police Officer (FT)
Student Success Coach I (FT)

Full-time Faculty

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

NEW HIRES

Andy Hemstock	Course Materials Coordinator	04/22/2024
Jennifer Massie Smith	Course Materials Coordinator	04/08/2024

PROMOTIONS

Gianna Hines	Staff Training & Development Coordinator	04/22/2024
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RESIGNATIONS

Aleshia Bunting	Facilities Office Coordinator	04/30/2024
Nicholas Johnson	Program Assistant, WEI	04/12/2024

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Construction Progress Update
DATE: April 24, 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

Sangamon Hall Chiller Repairs and Upgrades

The project is under way. We anticipate completion shortly after chillers are started in the next few weeks.

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. Signage will be replaced in Summer 2024.

Jacksonville Storefront & Exterior Wayfinding
Development of construction documents is underway.

Mechanical Upgrades
Our recommendation is before you tonight.

Security Alarm & Secure Access Upgrades Phase 2
Development of construction documents is underway.

Softball Dugout Code Compliance Upgrades
We anticipate work to start at the end of the Spring softball season.

Small Projects – FY23

Main Campus Classrooms Upgrades and Taylorville Flooring Replacement
The project is complete.

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. Painting, ceiling installation and door/window frame installation has commenced.

Restricted O & M

Construction Training Lab
Our recommendation is before you tonight.

Foundation

Kreher Greenhouse – (Informational Item)

The project is complete.

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.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Quarterly Budget Transfer Report

DATE: April 24, 2024

Attached is the Quarterly Budget Transfer Report reflecting transfers at the end of the third 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 March 31, 2024
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EDUCATIONAL FUND

Budget	\$48,122,827
Transfers	\$39,086
Percentage	.08%

O&M FUND

Budget	\$6,484,723
Transfers	\$18,100
Percentage	.28%

OTHER FUNDS

Budget	\$34,558,748
Transfers	\$51,000
Percentage	.15%

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
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MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Budget Increase for Capital Renewal Project for Renovate and Expand Student Services – Informational Item

DATE: April 24, 2024

In early March, the College and The Capital Development Board (CDB) discussed the need for additional funds to complete the Renovate and Expand Student Services project. We were concerned that the amount of contingency remaining was insufficient and inquired as to next steps. The CDB suggested transferring state funds from the Generator South Side Main Campus project (Generator) to the Renovate and Expand Student Services project. The Generator project is substantially complete, all change orders have been approved, and approximately \$170,000 in budget is unexpended. The Generator project budget was reduced from \$800,000 to \$700,000. No action is needed by LLCC, these funds are already allocated for LLCC projects, and the CDB is authorized to transfer state funds between projects. The CDB transferred \$100,000 from the Generator South Side Main Campus project to the Renovate and Expand Student Services project on March 20, 2024. A summary of the revised budget is below.

Budget Timeline	Amount
September 2020 Established	\$5,400,000
July 2021 Increase (LLCC)	\$925,000
January 2023 Increase (LLCC)	\$284,925
April 2024 Increase (CDB)	\$100,000
Total Adjusted Project Budget	\$6,709,925

Budget Split	Total Amount	Percent
Capital Development Board	\$3,893,000	58%
Lincoln Land Community College	\$2,816,925	42%
Total Adjusted Project Budget	\$6,709,925	100%

AGENDA MASTER CALENDAR

<p style="text-align: center;">MAY 2024</p> <ul style="list-style-type: none"> • Student Recognition 5/8/24 • Employee Recognition 5/16/24 • Commencement 5/17/24 • Board Meeting 5/22/24 	<p style="text-align: center;">JUNE 2024</p> <ul style="list-style-type: none"> • Summer Adjunct Faculty Listing • Budget Workshop • Board Meeting 6/26/24 	<p style="text-align: center;">JULY 2024</p> <ul style="list-style-type: none"> • FY25 Tentative Budget • Board Meeting 7/24/24 	<p style="text-align: center;">AUGUST 2024</p> <ul style="list-style-type: none"> • Board Meeting 8/28/24
<p style="text-align: center;">SEPTEMBER 2024</p> <ul style="list-style-type: none"> • Budget Adoption/Public Hearing • Fall Adjunct Faculty Listing Board Meeting 9/25/24 	<p style="text-align: center;">OCTOBER 2024</p> <ul style="list-style-type: none"> • PHS Projects • Board Meeting 10/23/24 	<p style="text-align: center;">NOVEMBER 2024</p> <ul style="list-style-type: none"> • Financial Audit Review • Board Meeting 11/20/24 	<p style="text-align: center;">DECEMBER 2024</p> <ul style="list-style-type: none"> • Adopt CY24 Property Tax Levy • Financial Audit Review • Board Meeting 12/16/24
<p style="text-align: center;">JANUARY 2025</p> <ul style="list-style-type: none"> • Spring Adjunct Faculty Listing • General Obligation Alternate Bond Levy Abatement • Board Meeting 1/22/25 	<p style="text-align: center;">FEBRUARY 2025</p> <ul style="list-style-type: none"> • Sabbatical Leaves • Approval of Faculty Positions • Faculty Tenure & Continuing Employment Recommendations • Board Meeting 2/26/25 	<p style="text-align: center;">MARCH 2025</p> <ul style="list-style-type: none"> • Administrative Positions • Board Meeting 3/26/25 	<p style="text-align: center;">APRIL 2025</p> <ul style="list-style-type: none"> • Seating of Student Trustee • Foundation Gala • Board Meeting 4/23/25

V. Strategic Discussion

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: LLCC Women's Basketball Team

DATE: April 24, 2024

Chad Jones, Head Coach of Women's Basketball, will introduce members of the 2023-2024 team and share information on their successful season and accomplishments.